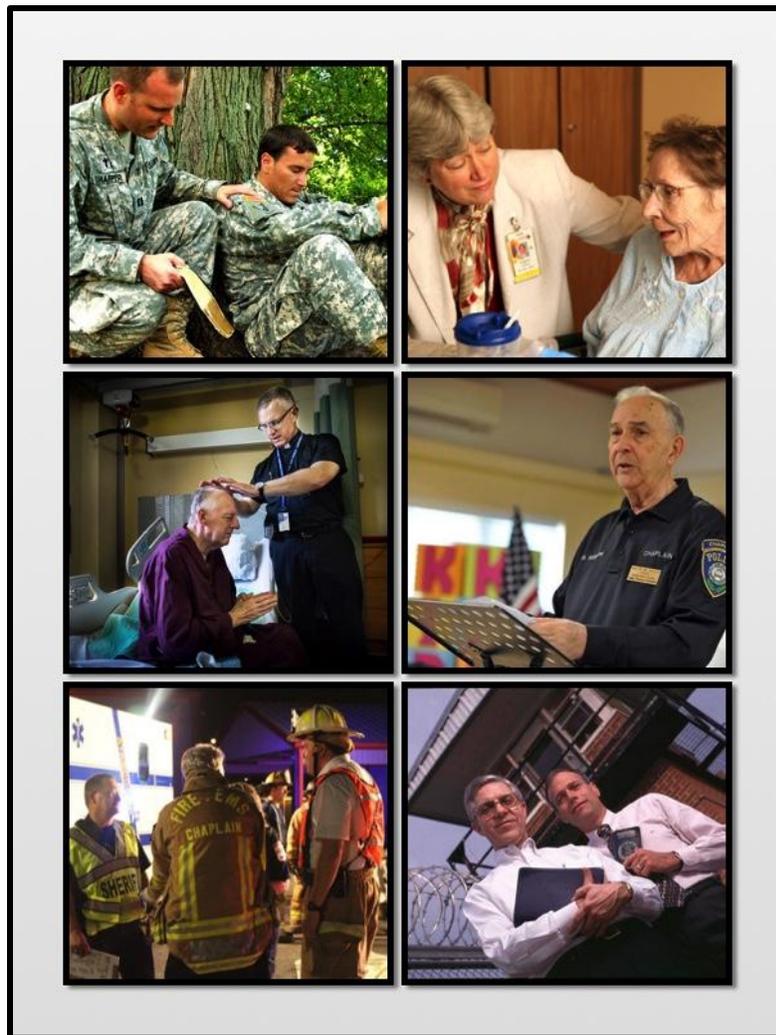


Chaplain Handbook

for the Evangelical Congregational Church

Prepared by the Chaplaincy Committee



LCDR Robert Brown, CHC, USN (Ret), Endorser
Rev. Bruce D. Hill, Bishop

Table of Contents	2
Foreword.....	7
Introduction	9
Mission	10
Vision	11
Section 1: GENERAL INFORMATION	12
What is a Chaplain?	12
How does a chaplain differ from a pastor?	12
What does it mean to be an Evangelical Congregational chaplain?	13
What are the basic requirements for being a chaplain?.....	13
Institutional Chaplain.....	13
Military Chaplain	14
What is an endorsement; Why do I need it; And how do I get it?	14
What are a chaplain’s organizational relationships?.....	16
What are a chaplain’s responsibilities?	17
The military chaplain as officer.....	18
The military chaplain as clergyman.....	19
What is the religious context of chaplaincy?.....	18
What should an endorsed chaplain expect from the denomination?.....	19
What does the denomination expect from the chaplain?	19
What does the hiring agency expect from the chaplain?	20
Section 2: MILITARY CHAPLAINCY	21
ARMY CHAPLAINCY	23
Chaplain Candidate Program.....	23
Becoming an Active Duty Chaplaincy	24
Army Reserve Chaplaincy	26
Army National Guard Chaplaincy	26
Training for Chaplains and Chaplain Candidates	29
Additional benefits and incentives	30
Seminary and Scholarships.....	30
Personal Reflections.....	31
NAVY CHAPLAINCY	33
Requirements	33
Training	34

Chaplain Candidate Program.....	35
Naval Reserve Chaplaincy	36
Special requirements for chaplain students.....	36
Military obligation for chaplain students	37
Personal Reflections.....	38
AIR FORCE CHAPLAINCY	42
Qualifications	42
Air Force Reserve Chaplaincy	43
Chaplain Candidate Program.....	45
Air National Guard Chaplaincy.....	47
Personal Reflections.....	49
 Section 3: VETERANS ADMINISTRATION CHAPLAINCY	 51
Requirements	51
Application and Hiring	52
Job duties	54
Knowledge areas.....	54
Education and Licensure.....	55
Professional Associations.....	55
Personal Reflections.....	56
 Section 4: CORRECTIONAL CHAPLAINCY	 59
Federal Bureau of Prisons Chaplaincy.....	59
Requirements and procedures.....	60
Professional preparation.....	61
Chaplain training program	63
Maintaining Ecclesiastical Endorsement.....	64
Reassignment and Promotion.....	65
Duties and work schedules of staff chaplains	66
Mandatory training for chaplains	66
Personal Reflections.....	68
State and Local Prison Chaplaincy	70
Requirements	70
Personal qualities necessary	71
Official job duties	72

Professional Organizations.....	73
Personal Reflections.....	74
Section 5: HEALTHCARE CHAPLAINCY.....	76
Hospital Chaplaincy	76
Requirements	77
Training and Certification	78
Hospice Chaplaincy.....	78
Requirements	80
Job description.....	81
Duties	81
Certification/Associations	82
Personal Reflections.....	83
Mental Health Chaplaincy	87
Methods.....	88
Training	88
Clinical Pastoral Education for all!.....	88
For Department of Defense and VA Chaplains	89
For pastors and the faith community	89
Retirement Community Chaplaincy	90
Expectations.....	90
Job Description	91
Certification requirements	92
Section 6: EMERGENCY SERVICES CHAPLAINCY.....	93
Law Enforcement (Police) Chaplaincy – Local	93
Duties 93	
How they fit into the organization.....	95
Associations for police chaplains.....	95
Law Enforcement Chaplaincy – PA State Police.....	97
Confidentiality	97
Duties	97
Availability	98
Interview and training	98
Personal Reflections.....	99

Fire Department Chaplaincy.....	102
How to start a fire department chaplaincy program	102
Job description.....	103
How the chaplain fits in with the department	104
Ecclesiastical endorsement	104
Fire Chaplain Training sources	105
Fire Chaplain Associations	105
 Section 7: CORPORATE CHAPLAINCY	 106
Marketplace Chaplains	106
Corporate Chaplains of America	107
Confidentiality	108
Continuing training.....	108
 Section 8: EDUCATIONAL CHAPLAINCY	 109
Private Christian High Schools and Universities	109
Requirements	109
Get to know your school.....	110
Who makes up the school?	111
Your place in the school	111
Your job description.....	112
Personal Reflections.....	113
 Section 9: MISCELLANEOUS CHAPLAIN MINISTRIES	 115
Chaplain to the maritime community	115
Seaman’s church Institute of Philadelphia and South Jersey Associations ..	116
 Section 10: GENERAL INFORMATION	 117
Service Chiefs of Chaplains and VA National Chaplains Center	
addresses and websites	117
Military Chaplain Recruiting website.....	118
 Section 11: MILITARY CHAPLAINCY RESOURCES.....	 119
Military Chaplain Service Regulations and Orders	119

The Covenant and the Code of Ethics for
Chaplains of the Armed Forces (2006) 124
Hosting the Ecclesiastical Endorsing Agent 126

Section 12: POLICIES AND FORMS OF

THE EVANGELICAL CONGREGATIONAL CHURCH..... 128
E.C. Church Policy on Same-Sex Marriage 128
Forms for Application for Chaplain Endorsement..... 129
Requirement to send Annual Report form 138

Foreword

The Evangelical Congregational Chaplain's and Counselor's Endorsement Manual provides definitions, policies, guidelines, and practices for chaplains and counselors in ministry endorsed by the Evangelical Congregational (EC) Church through the Chaplains Committee of the Global Ministries Community, (GMC). This manual is for use by Evangelical Congregational agency leaders, the Chaplaincy Committee, the Endorser and all endorsed E.C. chaplains and counselors in ministry.

The Chaplains Committee is the designated body for providing affirmation of chaplain candidates/chaplains needing endorsement to serve as E. C. chaplains or counselors. It has been the practice that agencies and institutions desiring chaplaincy or counseling ministries services want to correspond with one designated body from a faith group or denomination that provides endorsement documents. In 1970's the E.C. Church designated what became known as the Chaplains Committee as that one body.

Endorsement is necessary because chaplains and chaplains in counseling ministries serve at the approval of the agency or institution in which they minister. E. C. endorsed chaplains and counselors in ministry represent the Evangelical Congregational church in a continuing capacity, through life and practice. Chaplains and counselors in ministry endorsed by the Evangelical Congregational Church are expected to be familiar with this manual, provide appropriate response as indicated in various sections; and to serve as representatives of the highest qualities in regards to faith and practice of the E.C. Church in their personal lives and professional ministry.

It is the intent of this manual to facilitate the call of God upon the lives of members of the E.C. Church toward chaplaincy and counseling ministries through the endorsement process and through ongoing support and professional training. The Chaplaincy Committee serves our churches by guiding men and women toward an alternative form of ministry to pastoral ministry.

This manual is the product of a year of research, planning, writing and editing. My thanks to the members of the Chaplaincy Committee (Rev. Bob Bast, Rev. Dana Logan, Rev. Don Howell, Rev. Joel Copeland, Rev. Bill McEllroy, Rev. Allen Kline, Rev. Bob Gockley); to my endorsed chaplains (MAJ Josh Metz, USA, MAJ Noel Blancaflor, USAF, Juliana Lesher, VA, Rev. Joel Copeland, VA, Rev. Dana Logan, StoneRidge Poplar Run Retirement

Living) and Rev. Ken Schmoyer, at Hospice Care America; to our E.C. pastors who serve voluntarily part-time as chaplains in prisons and with police and fire departments; to the military recruiters who provided accurate information on chaplain requirements, and to non-E.C. chaplains serving in various chaplain ministries that shared their experience and calling. Thanks too to our Bishop who has given enthusiastic support to the Chaplaincy program and all our chaplains.

Rev. Robert A. Brown, Endorser

Introduction

This handbook provides parameters and guidelines for chaplains and candidates serving as representatives of the E. C. Church. The intention is not to give exhaustive explanations and policies but assist present and potential chaplains in the primary processes of credentialing and endorsement. In addition, requirements and expectations of E.C. chaplains are briefly outlined. Since most chaplains operate outside of the traditional pastoral setting, one cannot overemphasize the importance of the ministry that all credentialed chaplains render. Chaplains perform strategic ministry and are not tangential to the Church but supplement the witness of the Word and the Gospel in pluralistic and inter-cultural contexts.

Mission

Christ calls by Chaplains to extend the ministry of the church to persons in institutional and specialized settings such as the military, Veterans Administration, prisons, health care, police and fire departments. The Chaplaincy Committee coordinates that ministry for the Evangelical Congregational Church.

The **mission of the Evangelical Congregational Chaplaincy Committee** includes the following:

- Promote chaplaincy ministry in our denomination
- Help individuals assess their potential for chaplaincy
- Endorse qualified individuals for chaplain ministry
- Guide candidates who qualify to become chaplains and counselors in ministry
- Provide professional pastoral support and guidance to facilitate the proclamation of Christ and the gospel to a pluralistic and intercultural environment outside the local church
- Provide a personal connection between our chaplains and the denomination and its churches by providing news updates to chaplains and churches and by promoting prayer support in our churches for our chaplains.

Vision

Because we know that God is at work in the world to bring people into relationship with Himself through Jesus Christ, the Chaplaincy Committee is dedicated to being on the front line of the advancement of chaplaincy and counseling ministries into the twenty-first century. The Chaplaincy Committee will work in cooperative partnerships:

- To provide the best qualified chaplains and counselors in ministry,
- To minister the Christian witness in specialized settings of ministry, and
- To support these endorsed chaplains and counselors in ministry through the resources of the E.C. Church

Section 1: General Information

1. WHAT IS A CHAPLAIN?

Chaplains are usually pastors with specialized training called by the church to extend the ministry of Christ to persons in institutional and specialized settings, places where the church often has little or no access. Traditionally, a chaplain is a minister, such as a priest, pastor, rabbi, imam or lay representative of a religious tradition, attached to a secular institution such as a hospital, prison, military unit, school, police department, fire department, university, or private chapel. Though originally the word "chaplain" referred to representatives of the Christian faith, it is now also applied to people of other religions such as the case of chaplains serving with military forces and an increasing number of chaplaincies at hospitals, businesses and corporations. Chaplains serve as an extension of the local church in places that other members and church staff sometimes cannot go. You won't believe the places we go with the gospel!



2. HOW DOES A CHAPLAIN DIFFER FROM A PASTOR?

Pastors and chaplains are similar in many respects. Both are credentialed ministers or counselors. Both provide counseling and spiritual ministry to those in need. However, differences exist between the two occupations. The primary differences between pastors and chaplains lie in where, how and to whom they offer counseling and care. Pastors typically are associated with a specific church or parish, while chaplains generally are associated with specific employer or agency. Although most pastors visit their members at home or in the hospital, most activities are church-based. Chaplains perform their duties beyond church walls. Pastors deal with the doctrines, rituals, beliefs and morality specific to their denomination. Chaplains respect the right of all people to follow any religion or no religion at all. Chaplains minister to a broader spectrum of people than most pastors. Chaplains serve as representatives of their own denomination. But chaplains are also employees of an agency or institution and must satisfy the demands of their employers. Military chaplains also are officers and have rank and authority just as line officers do.



denomination. But chaplains are also employees of an agency or institution and must satisfy the demands of their employers. Military chaplains also are officers and have rank and authority just as line officers do.

3. WHAT DOES IT MEAN TO BE AN EVANGELICAL CONGREGATIONAL CHAPLAIN?

Being 'evangelical' carries distinctive characteristics. An evangelical chaplain is one who:

- Holds to the Bible as being the inerrant Word of God;
- One who shares his/her faith in the Gospel in an uncompromising manner;
- Supports the Christian Body of Christ (the Church) as being the foundational center of the continuance of the Gospel, and
- Serves to carry the Grace of God through pastoral acts, preaching and teaching to his/her constituents.



Those who represent the Evangelical Congregational Church as chaplains are expected:

- To obtain and maintain a ministerial credential indicating theological competency,
- To have demonstrated a high level of spiritual maturity, and
- Have completed necessary practical experience within a qualified ministry-setting prior to working within a secular context.

One who serves as an Evangelical Congregational chaplain serves as a representative of our denomination to the hiring agency. In general, a chaplain of the E.C. Church performs worship and ministry similarly to the E.C. pastors serving in parishes, but his or her congregation will be more diverse, and it will be wise to be sensitive to their needs without violating his or her conscience or theology.

4. WHAT ARE THE BASIC REQUIREMENTS FOR BEING A CHAPLAIN?

A. **Institutional** (Ministers seeking placement in medical fields, i.e. hospital, educational, hospice, or prison-settings, etc.)

- College/University undergraduate studies, normally having a Bachelor's Degree with a minimum of 120 semester credits.
- Post Graduate studies in theology, Bible and counseling (most hiring institutions will expect or require a M.Div. or the equivalency)
- Clinical Pastoral Education (minimum of 1-4 units, depending on the respective institution)
- Ministerial Credential from the E.C. Church
 - a. License Leading to Ordination or



- b. Certificate of Ordination or
- c. Certificate of Christian Ministry
- Practical Ministry – (normally a minimum of two years) in the local church or other qualifying ministry.
- Ecclesiastical Endorsement (may or may not be required)

B. Military (Chaplains seeking service within a branch of the military – i.e. Army, Air Force, Navy, or Army National Guard or Reserve component)

- US Citizenship (the only exception may be from the Army National Guard)
- College Degree (120 semester units-min.) from an accredited educational institution
- Post-Graduate Degree (or equivalency) of between 72-90 hours from an accredited evangelical theological institution. EC Chaplains historically have had a minimum of 90 semester hours to be endorsed. Less than that will be approved on a case-by-case basis.
- Age limitations (which vary with each branch)
- Satisfactory physical fitness and absence of medical complications
- Absence of moral waivers
- Practical ministry (for active duty chaplain accessions)
- Ministerial Credential from the E.C. Church
- Ecclesiastical Approval or Endorsement



5. WHAT IS AN ENDORSEMENT, WHY DO I NEED IT AND HOW DOES IT GET IT?

A. Definition – An Endorsement is an official document (in a letter form or prescribed format) from one’s denominational representative (Endorser) indicating that the chaplain or candidate has:

- Complete all the basic ministerial requirements and standards of his/her faith group,
- Is in good standing with regard to his/her ministerial credential, and
- Is competent and recommended for ministry to a particular organization, agency or institution to which that individual has applied.

- B. **Reason** – A military chaplain recruiter will inform you that the Department of Defense and the Department of Veterans Affairs requires that chaplains be endorsed by an approved entity. Endorsement means that an authority within the communion, denomination, or ministry group has been designated to affirm the Chaplain is qualified to perform ministry work. In our case, that person is the E.C. Chaplain Endorser.

Many part-time chaplain positions, both volunteer and vocational, may not require an Ecclesiastical Endorsement. In such cases, the chaplain does not specifically represent their faith group in their chaplain work. Some chaplains function under license and obtain approval/endorsement from agencies outside their ecclesiastical jurisdiction. Examples of this include member Chaplains of the Association of Clinical Pastoral Education (ACPE) and the International Council of Police Chaplains (ICPC) – where simply a license or a letter is needed. Sometimes both are required.

C. Getting an Endorsement

1. The **military** determines whether the applicant will meet standards in areas such as health, physical fitness, age, education, citizenship, past criminal history, and *suitability* for service.
2. After meeting all the general requirements for chaplaincy, an *endorsement* from an **endorsing agency** that is recognized by the Department of Defense, representing one or more faith groups in the United States, will be required, in part to ensure that the separation of church and state is honored. It grants permission and approval for a clergy person of a particular faith group to serve as a chaplain/counselor in a specialized pluralistic setting. An endorsement is not transferrable to another denomination or for another type of ministry.
 - a. A *chaplain candidate* from the E.C. Church will be asked to participate in a **Pastoral Assessment**, unless he or she has already been approved at a prior assessment. The purpose is to assess the candidates call to ministry and understanding of the nature of ministry.
 - b. A *chaplain candidate* will meet with the **Board of Examiners** to assess whether a candidate's beliefs and values are in sync with the doctrines held by the E.C. Church.
 - c. A *chaplain candidate* or chaplain applicant who already is licensed and has the necessary ministry experience will be **interviewed by the Chaplain Endorser** and/or a small

group of those who serve on the Chaplaincy Committee to determine if the *candidate* understands the multicultural and multi-faith nature of the military. The chaplain *candidate*/applicant must demonstrate an understanding of the stresses that will be faced and sacrifices they may be asked to make and be willing to accept these conditions, including deployments, separation from family, long hours, strenuous physical requirements and sharing the living conditions of those they serve. He or she will also be evaluated regarding their emotional and spiritual resilience. If this is satisfactory, the Chaplain Endorser will make a recommendation to the Bishop and with his approval send an endorsement form DD2088 to the Office of The Chief of Chaplains of the appropriate service.

STATEMENT OF ECCLESIASTICAL ENDORSEMENT	OMB No. 0704-0190 OMB approval expires Dec 31, 2017
The public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Directives Division, 4800 Mark Center Drive, Alexandria, VA 22304-3100 (0704-0190). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.	
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ADDRESS. RETURN COMPLETED FORM TO CHIEF OF CHAPLAINS (ITEM 3).	
PRIVACY ACT STATEMENT	
AUTHORITY: 10 U.S.C. Sections 136, 533(a)(1), 643, 827, 3353(a)(1), and 5600(a)(1); DoD Directive 1304.19; DoD 1304.28; and E.O. 9397, as amended (SSN).	
PRINCIPAL PURPOSE(S): The information collected on this form is used to verify the professional and ecclesiastical qualifications of Religious Ministry Professionals for initial appointment or chaplains change of career status appointments as chaplains in the Military Services. This form is an essential element of a chaplain's professional qualifications and will become part of a chaplain's military personnel record. Completed forms are covered by recruiting and official military personnel file SORNs maintained by each of the Services.	
ROUTINE USE(S): The DoD "Blanket Routine Uses" found at http://dpclo.defense.gov/Privacy/SORNIndex/BlanketRoutineUses.aspx apply to this collection.	
DISCLOSURE: Voluntary. However, failure to provide the requested information may significantly delay the processing of this endorsement.	
1. ECCLESIASTICAL ENDORSING AGENT (To be completed by Endorsing Agent)	
a. AS THE ECCLESIASTICAL ENDORSING AGENT AUTHORIZED TO REPRESENT (Name of religious organization) (Item 4a)	

d. **The E.C. Pastoral Assessment Center** – which verifies a pastoral candidate’s or candidate couple’s calling to ministry and the **Board of Examiners** – which examines doctrinal beliefs and faith practice to ensure compatibility with E.C. doctrine and practice, fall under the leadership of Ministerial Development Associate, who oversees and maintains an integrated process for credentialing of E.C. pastors.

D. **How long does an endorsement last?** An endorsement lasts 1 year at a time. The denomination may pull your endorsement at any time; there is no such thing as a guaranteed career of 30 years. The needs of the military, the needs of the denomination, and less than superior performance evaluations may result in being separated.

6. WHAT ARE A CHAPLAIN’S ORGANIZATIONAL RELATIONSHIPS?

A. The Chaplaincy Committee

The Chaplaincy Committee was established by the E.C. Church as part of the Leadership Commission to endorse chaplains and specialized counselors in ministry. The Chaplain Committee members are primarily pastors who have served as full-time and

part-time chaplains or counselors in the past and are appointed by the Chairman, and approved by the Bishop. They serve to discuss relevant issues in chaplaincy, recommend policy, promote the chaplaincy within the denomination and serve to evaluate candidates for chaplaincy.

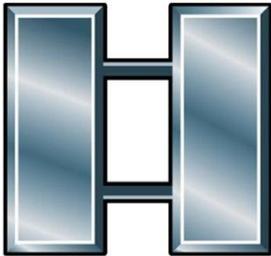
The Endorser shall:

- a. In consultation with the Office of the Bishop and Chaplaincy Chairman, oversee the endorsement application process.
- b. Attempt to interview each applicant for endorsement personally, or, if this is not possible or feasible, designate another person to conduct the interview, such as a member of the Chaplaincy Committee; or a chaplain (full-time, part-time, or retired) endorsed by the E.C. Church; or in the case of necessity, a chaplain of another faith group who is fully trusted by the Endorser. The interviewer shall provide the Chaplaincy Committee a full account of the interview, with a recommendation for action.
- c. Maintain pastoral contact with each endorsee by appropriate means and oversee the pastoral care of E.C. endorsed Chaplains. Travel must be approved by the Bishop and Executive Director in accordance with Committee on Administration actions and policies to conduct endorser visits to military chaplains and Veterans Administration chaplains at their duty stations.
- d. Be the primary representative of the Evangelical Congregational Church to NCMAF and ECVAC and represent the E.C. Church in the ecumenical endorsing conferences of which it is a member.
- e. Solicit, collect and review annual reports from endorsed chaplains and report significant accomplishments and ministry reports to the GMC, and provide information and news releases on Chaplaincy programs to denominational news agents for publication.

7. WHAT ARE A CHAPLAIN'S RESPONSIBILITIES?

- A. Chaplain responsibilities will include preaching, teaching, leading Bible studies, prayer groups and rendering many forms of pastoral care.
- B. Additional expectations of chaplains will include administrative and organizational demands including the managing of staff and being a spiritual leader within their ministry calling.
- C. A chaplain has a dual responsibility: to their respective organization and to the denomination.

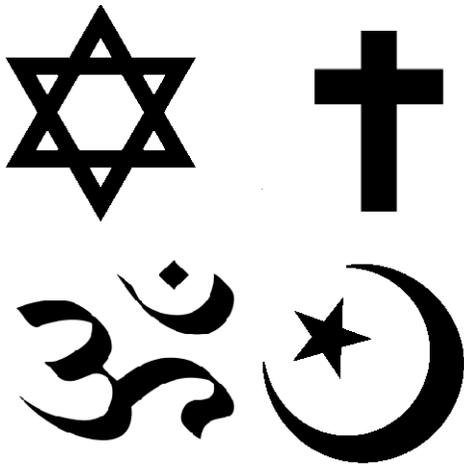
8. **THE CHAPLAIN AS OFFICER.** Chaplains are commissioned as military staff officers in the Chaplain Corps. They hold rank and wear an insignia to indicate their rank. All officers, including chaplains, may be assigned temporary additional duties. They answer ultimately to the Commanding Officer through a chain of command in the unit.



9. **THE CHAPLAIN AS CLERGY.** The Chaplain represents his/her denomination, but wears a badge of a more general nature. Badges and insignia vary widely across nations and services; though generally include some form of symbol specific to the individual chaplain's religion: Christian Cross, Jewish tablets, Buddhist wheel, Sikh crossed swords and Muslim Crescent moon. Chaplains hold non-combatant status; i.e., they do not carry weapons.



10. **WHAT IS THE RELIGIOUS CONTEXT OF CHAPLAINCY?**



The religious context of the Armed Forces and most secular institutions, like that of the American society at large, is one of the religious pluralism, in which independent churches and religious bodies coexist in mutual respect. Because of the impracticality of providing clergy of every faith or denomination at every military (or secular institution) command, The Armed Forces and the churches of America have evolved jointly a pattern of cooperative ministry. The principle of cooperative ministry places every chaplain the

obligation to: (a) make provision for meeting the religious needs of those in the institution who are adherents of other churches, and (b) cooperate with other chaplains and commands (or institutional settings) in meeting the religious needs of members of the chaplain's own faith group.

11. WHAT SHOULD AN ENDORSED CHAPLAIN EXPECT FROM THE E.C. CHURCH?

- A. Annual renewal of endorsement as long as the chaplain is meeting military requirements, the chaplain remains in good standing with the denomination, completes annual reports and is not needed elsewhere by the denomination.
- B. Representation by the Endorser to the Denomination, to the Armed Forces Chaplain Board and to the National Conference on Ministry to the Armed Forces (or to ECVAC for VA) or other professional agencies such as the Association of Professional Chaplains.
- C. Appropriate and timely chaplain-related information and counsel from the Endorser regarding important trends, required data, and news vital to all chaplains.
- D. The prayers and constant support of the Endorser, the Bishop, the Conference and its churches.
- E. Counsel from the Endorser when questions or concerns arise that impact ministry or concerns that impact ministry or professional duties.
- F. An official visit by the Endorser at the command once during a tour of duty.



12. WHAT DOES THE DENOMINATION EXPECT FROM THE CHAPLAIN?

- A. To continue to meet the requirements of the military or other institution he/she serves.
- B. To be in agreement with and sign the ethical guidelines adopted by the National Conference on Ministry to the Armed Forces or the VA Standard of Ethics.
- C. To keep the Endorser advised of any problems, questions, awards, training completed, board or promotions, or changes in your status.
- D. To keep periodic contact with the endorser with news, activities, family updates, etc.
- E. To submit an annual report to the



National Conference with information about his/her activities and ministries. It is important, therefore, to keep a record of regular and special ministries and achievements.

- F. To support the denomination in your prayers, by attending National Conference when operational schedules permit, and to send a "fair share offering" from your command chapel fund once a year to the Conference Executive Director's office to be forwarded to NCMAF.

13. WHAT DOES THE HIRING AGENCY EXPECT OF THE CHAPLAIN?

A. To be a clergy-person who preaches, short, practical sermons, in a way that appeals to the audience.

B. To be a professional religious leader, able to work with chaplains of other faiths.

C. To be honest and ethical.

D. To care about the people in your unit.

E. To be with the members of the unit and share life with them, as much as possible.

F. To lead worship, counsel, teach, care pastorally for all, encourage ethical conduct, honor the dead, nurture the wounded, and give hope to the weary.

G. To be an advisor to the leadership on matters of religion, morals and morale.

H. To contribute to the mission and morale of the unit.

I. To officiate at official ceremonies such as prayers at official functions, funerals, memorials and weddings.

J. To provide religious ministry to a variety of armed services personnel, regardless of faith or lack of it.

K. To provide religious support to families or those you serve.

L. To perform religious ministry according to your faith tradition for those who are similar (General Protestant).

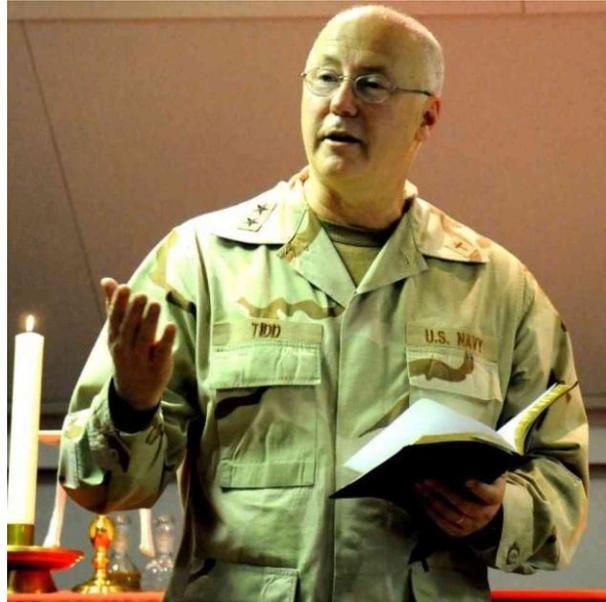
M. To provide through staff coordination, hiring contract clergy or training lay religious leaders to conduct ministry for personnel who are Catholic, Jewish, Buddhist, or other faiths.



SECTION 2: MILITARY CHAPLAINCY

A **military chaplain** ministers to military personnel and, in most cases, their families and civilians working for the military. In some cases they will also work with local civilians within a military area of operations.

Although the term *chaplain* originally had Christian roots, it is generally used today in military organizations to describe all professionals specially trained to serve any spiritual need, regardless of religious affiliation. In addition to offering pastoral care to individuals, and supporting their religious rights and needs,



military chaplains may also advise the executive on issues of religion, and ethics, morale and morals as affected by religion. They may also liaise with local religious leaders in an effort to understand the role of religion as both a factor in hostility and war and as a force for reconciliation and peace.

In the United States, individuals volunteer, and if they are accepted, they are *commissioned* as military staff officers in the Chaplain Corps. Members of the clergy who meet the qualifications for service as an officer in the military are free to apply for service with any of the three United States Chaplain Corps: the Army, Navy, and Air Force each has a Chaplain Corps, with Navy chaplains also assigned to serve with Marine Corps units, Coast Guard units, and the Merchant Marine Academy.

Military chaplains normally represent a religion or faith group but work with military personnel of all faiths and none. An *endorsement* from an *endorsing agency* that is recognized by the Department of Defense, representing one or more faith groups in the United States, will be required, in part to ensure that the separation of church and state is honored. This endorsement is recognized as



necessary, but not sufficient for acceptance as a chaplain: in other words, the military will not accept an individual for service as a chaplain, nor allow

him or her to continue to serve, without such an endorsement remaining in force; however, the decision as to whether to accept that individual remains with the military service, and the individual can be rejected for a number of reasons, including the needs of the military, even with the endorsement of an endorsing agency.

U.S. Army Chaplaincy



The mission of the U.S. Army Chaplains Corps is to provide religious support to America's Army. Chaplains advise commanders to ensure the 'free exercise' rights for all Soldiers are upheld - including those who hold no faith. Chaplains perform religious support activities according to their faith and conscience and provide religious support of other faith groups by coordinating with another chaplain or qualified individual to perform the support needed. At the unit level, a chaplain and chaplain assistant form a Unit Ministry Team, or UMT, and are embedded throughout all three components of

the Army -- Active, Guard and Reserve.

CHAPLAIN CANDIDATE PROGRAM

JOIN WHILE STILL STUDYING FOR THE MINISTRY

You do not need to wait until ordination to join the Army Chaplaincy. You can train to become an Army Chaplain at the same time you are training for the ministry. The training and experience you will receive as a Chaplain Candidate will be a rich adjunct to your ministerial education and training. All Chaplain Candidates are commissioned officers assigned to the Army Reserve in the Chaplain Branch.

CHAPLAIN CANDIDATE REQUIREMENTS

To be eligible for this program, you must:

- Obtain an ecclesiastical approval from your denomination or faith group.
- Educationally, you must:
 - Possess a baccalaureate degree of not less than 120 semester hours (College seniors can apply before completion of their undergraduate program).
 - Be a full-time graduate student at an accredited seminary or theological school.
- Be a U.S. citizen or permanent resident.
- Be able to receive a favorable National Agency Security Clearance.
- Pass a physical exam at one of our Military Entrance Processing Stations (MEPS).
- Must be at least 18 years of age and not older than 36 years of age at time of commissioning.

Should you decide to become an Army Chaplain, by participating in the Chaplain Candidate Program (CCP), you will have a head start on entering

the Army as a Chaplain, as well as enjoying the many benefits and privileges associated with being an Army officer.

CHAPLAIN BASIC OFFICER LEADERSHIP COURSE

All Chaplain Candidates are encouraged to attend Chaplain Basic Officers Leadership Course (CHBOLC). CHBOLC is 12 weeks long and is offered three times a year (winter, summer and fall). Normally a candidate does the first half of CHBOLC (Chaplain Initial Military Training/CIMT and Phase 1) as soon as possible since it is a prerequisite for all other training in the CCP. Once half way through their qualifying degree, Chaplain Candidates can complete Phases II and III. Candidates who enter the CCP after the half-way point of their graduate program may complete all of CHBOLC at once.

PAID PRACTICUMS

A Chaplain Candidate may train up to 30 days each year under the supervision of a senior chaplain at a military installation. This training, called a "practicum," is offered to all candidates once they have completed Phase 1 of CHBOLC.

Practicums vary in type and location. They include broad based experiences at active duty installations, West Point's summer camp, ROTC's Cadet summer camp, Army Reserve Commands, garrison ministries, combat ministries, medical training and administrative support.

Practicums, which may vary in length from a minimum of 12 days to 30 days may be done at most any time of the year.

BECOMING AN ACTIVE DUTY ARMY CHAPLAIN

If you are ready to serve your calling and your country, follow these steps to be considered for a position in the Army Chaplain Corps, with an initial duty of three years.



CHAPLAIN REQUIREMENTS

- You must obtain an ecclesiastical endorsement from your faith group. This endorsement should certify that you are:
 - A clergy person in your denomination or faith group.
 - Qualified spiritually, morally, intellectually and emotionally to serve as a Chaplain in the Army.
 - Sensitive to religious pluralism and able to provide for the free exercise of religion by all military personnel, their family members and civilians who work for the Army.

- Educationally, you must:
- Possess a baccalaureate degree of not less than 120 semester hours.
- Possess a graduate degree in theological or religious studies, plus have earned at least a total of 72 semester hours in graduate work in these fields of study.
- Applicants for active duty or the National Guard MUST be U.S. citizens. Permanent residents can ONLY apply for the Army Reserve.
- Be able to receive a favorable National Agency Security Clearance.
- Pass a physical exam at one of our Military Entrance Processing Stations (MEPS).
- A minimum of two years of full-time professional experience including having performed at least one wedding and one funeral service, validated by the applicant's endorsing agency (This requirement is not applicable to Army Reserve applicants).
- Must be at least 21 years of age, but younger than 42 at time of Regular Army commissioning or less than 45 at time of Army Reserve commissioning. Prior service applicants with at least 3 years of prior AFS or creditable USAR service must be younger than 47 at time of Army Reserve commissioning.

HOW TO JOIN:

STEP 1

TALK TO A CHAPLAIN RECRUITER

Chaplain Recruiting Teams exist throughout the US. They are prepared to assist you and your family in exploring a vocation as an Army Chaplain or Chaplain Candidate. Should you conclude that you want to apply, these experienced teams will assist you at preparing a complete application packet for the selection board.

STEP 2

PREPARE YOUR FILE FOR THE SELECTION BOARD

First, you may want to take another look at the requirements you must meet to be considered for the Army Chaplain Corps. The Army Chaplaincy application process centers on a selection board. With the help of a Chaplain Recruiting Team member, interested seminary students or currently serving clergy complete a file to introduce themselves to the board members. A key item in this file is an ecclesiastical endorsement provided for a member of the clergy from a faith group headquarters recognized by the Armed Forces Chaplains Board, allowing the individual to serve in the military as a Chaplain representing that distinctive faith group. Chaplain selections are at least 6 times a year.

Army Reserves Chaplaincy

Serving in the Army Reserve means you'll still have a civilian job, but you'll train each month close to home and complete a two-week training exercise once a year. This way you will be trained and ready if called. And, of course, you'll be able to bring invaluable experience back to your civilian ministry.

- You must obtain an ecclesiastical endorsement from your faith group. This endorsement should certify that you are:
 - A clergy person in your denomination or faith group.
 - Qualified spiritually, morally, intellectually and emotionally to serve as a Chaplain in the Army.
 - Sensitive to religious pluralism and able to provide for the free exercise of religion by all military personnel, their family members and civilians who work for the Army.
- Educationally, you must:
 - Possess a baccalaureate degree of not less than 120 semester hours.
 - Possess a graduate degree in theological or religious studies, plus have earned at least a total of 72 semester hours in graduate work in these fields of study.
- Applicants for active duty or the National Guard **MUST** be U.S. citizens. Permanent residents can **ONLY** apply for the Army Reserve.
- Be able to receive a favorable National Agency Security Clearance.
- Pass a physical exam at one of our Military Entrance Processing Stations (MEPS).
- A minimum of two years of full-time professional experience, validated by the applicant's endorsing agency (This requirement is not applicable to Army Reserve applicants).
- Must be at least 21 years of age, but younger than 42 at time of Regular Army commissioning or less than 45 at time of Army Reserve commissioning. Prior service applicants with at least 3 years of prior AFS or creditable USAR service must be younger than 47 at time of Army Reserve commissioning.

Army National Guard

Serving as a Guard chaplain is an intense yet profoundly rewarding experience. You will care for the spiritual well-being of Soldiers regardless of their religious backgrounds, ministering to their needs and helping them meet challenges in areas like religion, morals and morale.

If you're already an ordained minister, you can earn your commission within weeks and begin your ministry to Guard Soldiers as soon as you complete the Chaplain Basic Officer Leader Course (CH-BOLC). If you join prior to your ordination, you'll enter as a chaplain candidate.

Guard chaplains receive excellent pay as well as a number of additional incentives.

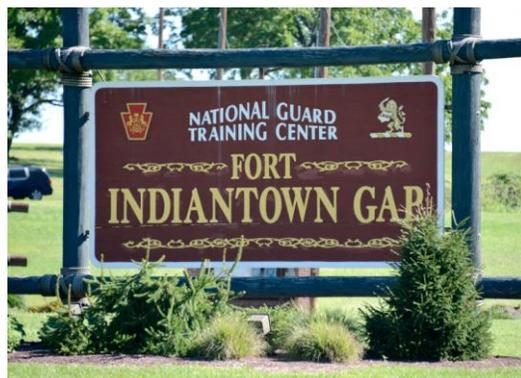
General Information:

Chaplains are noncombatants and do not carry a weapon. As a Guard chaplain, you'll lead a Unit Ministry Team (UMT), which consists of you and a trained chaplain assistant (an enlisted Soldier trained to support chaplains during their missions and everyday activities).

CHAPLAIN ELIGIBILITY REQUIREMENTS

- Possess a Bachelor's degree (not less than 120 semester hours)
- Possess an accredited Master's degree of not less than 72 semester hours (36 semester hours must be in Theology)
- Obtain a federally recognized ecclesiastical endorsement from your denomination or faith group certify that you:
 - The chaplain is an ordained minister or member in good standing of the respective denomination or body
 - The chaplain has completed a certain number of years of ministry experience
 - The denomination approves of the chaplain serving as a military chaplain
 - Are qualified spiritually, morally, intellectually and emotionally.
 - Are sensitive to religious pluralism and able to provide for the free exercise of religion by all military personnel and their Family members
- Are less than 45 years of age if not prior service (less than 47 with prior service).
- Be mentally and physically fit
- Must be a U.S. Citizen only
- Be able to obtain a secret security clearance

Waivers are considered on a case-by-case basis, depending on the critical need of the applicant's faith group.



*Age waivers may be possible up to 47 in states with a requirement to fill a persistent shortage by contacting the state's chaplain recruiting representative.

What is an ecclesiastical endorsement?

Each denomination or endorsing body that is recognized by the Department of Defense provides endorsement for chaplains. This endorsement (also referred to as "ecclesiastical approval") is one of the most important items for any chaplain or chaplain candidate to secure before you can be considered for service in the chaplaincy.

For chaplains, the ecclesiastical endorsement states that:

You are an ordained minister or member in good standing of the respective denomination or body

You have completed a certain number of years of ministry experience

The denomination approves of your serving as a military chaplain

Without approval, you will not be commissioned or appointed to the chaplain candidate program.

**Form DD 2088 is for ecclesiastical endorsement.

Requirements vary, but most religious denominations will require that you:

- Possess a Bachelor's degree (not less than 120 semester hours)
- Be enrolled in or accepted into an accredited graduate program
- Are a full-time student working toward a graduate degree in Theology consisting of 72 or more hours
- Obtain a federally recognized ecclesiastical endorsement from your denomination or faith group certify that you :
 - The chaplain is an ordained minister or member in good standing of the respective denomination or body
 - b. The chaplain has completed a certain number of years of ministry experience
 - c. The denomination approves of the chaplain serving as a military chaplain
 - d. Are qualified spiritually, morally, intellectually and emotionally.
 - e. Are sensitive to religious pluralism and able to provide for the free exercise of religion by all military personnel and their Family members
- Are less than 40 years of age at commissioning
- Meet the prescribed medical and moral standards for appointment as a commissioned officer
- Must be a U.S. Citizen only

- Be able to obtain a secret security clearance

Please check with your specific denomination's endorsing body for details.

After meeting with your endorser and completing all the denominational requirements for ecclesiastical approval, the endorser will submit the approval to the Chief of Chaplains' office. Your recruiter will not submit your packet for the chaplain candidate appointment board without your ecclesiastical approval being on record.

It is also recommended that you request a certified copy for your personal records. Your chaplain recruiter may also request that a copy be submitted directly to them.

TRAINING FOR CHAPLAINS AND CHAPLAIN CANDIDATES



When you join the Guard as a chaplain, you'll be a commissioned officer. If you join prior to your ordination, you will enter as a chaplain candidate. In either case, you'll attend the Chaplain Basic Officer Leader Course (CH-BOLC), where you'll learn fundamental military tasks and how to perform religious duties in a military environment. The three-month course can be completed in one block or in several phases over a 24-month period.

The CH-BOLC consists of three segments:

Chaplain Initial Military Training

A four-week resident course focused on core noncombatant skills such as map reading, military customs and courtesies, operations in field conditions, and combat survival.

Phase I

A two-week course on Army writing and correspondence.

Phases II and III

Two three-week courses on Army-specific chaplain duties and applying civilian skills to the National Guard environment.

ADDITIONAL BENEFITS AND INCENTIVES

- Up to \$80,000 Chaplain Loan Repayment Program (CLRP) to help pay off education loans
- Montgomery GI Bill
- Medical and dental care for you and your family (TRICARE Reserve Select)
- Up to \$400,000 in low-cost life insurance
- Discounted and tax-free grocery and shopping privileges at post exchanges and commissaries
- Free military air flights based on space availability
- Free academic testing and counseling for your spouse
- Access to recreational facilities on military installations
- A retirement pension plan at the completion of 20 years of part-time service

SEMINARIES AND SCHOLARSHIPS

A higher education takes you a step closer to your higher calling. The National Guard understands this, so we have programs that make college, seminary or divinity school affordable. Check with your officer recruiter or state education services officer (ESO) for current assistance programs.

PERSONAL REFLECTIONS ON ARMY CHAPLAINCY:

Bruce D. Farrell, Chaplain, COL, US ARNG
Director of Chaplain training at Evangelical Seminary



1. How/Why did you choose Army chaplaincy?
 - I chose the ARNG chaplaincy because of the availability of positions locally.
 - The support of my congregation to be a part of the ARNG was helpful too.
 - My father had served in the Army in WW2.
 - The invitation by a local pastor whom I respected to become an ARNG chaplain was important as well.

2. How do you see chaplaincy as different from pastorate?
 - The chance to do a great deal of evangelism, much more than the local parish.
 - The chance to innovate.
 - The masculine nature of the military was different as well.

3. What blessings and joys have you experienced in chaplaincy?
 - Conversions, much travel including two combat deployments,
 - educational training in ministry,
 - many friendships with other ARNG officers,
 - a different career path in NM and the National Guard Bureau in Arlington and
 - a generous pension and health benefits.

4. What opportunities has reserve chaplaincy afforded you?
 - It has opened doors for ministry in the church and local parish setting.
 - It added a great deal of credibility in the eyes of many in the churches in which I served.



**PERSONAL REFLECTIONS ON
ARMY CHAPLAINCY**
By LTC (Chaplain) Bob Bast,
US Army, 1978-1989

HOW DID I CHOOSE ARMY CHAPLAINCY?

Actually, the Army Chaplaincy, in a way, chose me! I was in the Army ROTC program at Penn State when in my Junior year I received a clear call from the Lord to become a Pastor. It wasn't my direction in life, but I had to follow that calling. Since I would graduate with an Army Officer Commission, and I had recently decided to pursue Seminary training at ETS, the match for Army Chaplaincy was ideal. So, the rest of the story would eventually lead me to full time Army Chaplaincy and then Reserves for a few years.

HOW DOES ARMY CHAPLAINCY DIFFER FROM PASTORAL MINISTRY?

Army Chaplaincy provided an opportunity to minister to a very different, typically younger, audience of soldiers and their families. It was also a very cross-cultural and even cross-denominational experience since I had worked with many different Faith Groups. Chaplaincy also provided many opportunities for management and supervision of Army Chaplaincy Staff members. Of course there was also the need for learning and developing many kinds of "Office Management" Skills. Another difference would probably be that there were far more opportunities in the "Counseling" arena. Additionally, the Army gave many more opportunities for travel to other Countries and "Away-from-the-Desk"/into the field environment, living in the wild, so to speak!

HOW WAS I BLESSED OR CHALLENGED BY ARMY CHAPLAINCY?

Army Chaplaincy was a very real blessing in regards to all the experience and opportunities I had received mentioned previously. It is a unique ministry when compared to the Pastoral Ministry in that regard. The challenge was having to learn new Military Skills and requirements. Then there was the being physically and mentally prepared for any kind of situation the Army would toss you into! Overall, I would not trade the experience of Army Chaplaincy for anything else.

U. S. Navy Chaplaincy



Serve God and country as the spiritual guide and moral anchor for service members of all backgrounds – even as you provide religious services to those within your own faith. The Navy Chaplain Corps comprises more than 800 Navy Chaplains from more than 100 different faith groups, including Christian, Jewish, Muslim, Buddhist and many others. Each Chaplain is also a Navy Officer – meaning each holds an important leadership role.

Chaplains offer everything from faith leadership to personal advice to much-needed solace. All while living up to the guiding principles of the Chaplain Mission:

- Providing religious ministry and support to those of your own faith
- Facilitating the religious requirements of those from all faiths
- Caring for all service members and their families, including those subscribing to no specific faith. They must be tolerant of diverse religious traditions and be willing to minister respectfully to all.
- Advising the command in ensuring the free exercise of religion

REQUIREMENTS

A candidate seeking to serve as a Navy Chaplain and **Officer** must:

- Have a bachelor's degree from a qualified four-year undergraduate educational institution
- Be no older than 35 but at least 19 years old depending on the program desired. (Waivers may be granted for positions in high demand.)
- Be a U. S. citizen.
- The Navy has a zero tolerance drug/alcohol policy. Early in the enlistment or commissioning process, you will take two urinalysis tests. You'll also be asked questions about prior drug and alcohol use.
- Have a graduate degree in theological or related studies from an accredited educational institution (note that a qualifying degree program requires no fewer than 72 semester hours or 108 quarter hours of graduate-level work with 2/3 of those course hours completed in residence; also note that related studies may include graduate courses in pastoral counseling, social work, religious administration and similar disciplines when one-half of the earned credits include topics in general religion, world religions, the practice of religion, theology, religious philosophy, religious ethics and/or the foundational

writings from the applicant's religious tradition)

- Have two years of full-time religious leadership experience that's compatible with the duties of a Religious Ministry Professional (RMP) in their respective Religious Organizations (RO) and relevant to the settings of military chaplaincy
- Hold an ecclesiastical endorsement from a religious faith organization registered with the Department of Defense

General qualifications may vary depending upon whether you're **currently serving**, whether you've **served before** or whether you've **never served before**.

TRAINING

Those pursuing a Chaplain position are required to attend **Officer Development School** (ODS) in Newport, R.I. This 84-day program trains individuals about the Navy and covers military, academic and nautical subjects, such as seamanship, Naval leadership, military law and damage control. The program instills the highest ideals of honor, loyalty and duty.



Upon completion, they attend a seven-week course at the **Naval Chaplain School** in Fort Jackson, S.C. Applicants learn about chaplaincy leadership topics such as interpersonal counseling, ethics and character development, combat operational stress control, crisis counseling, and wellness programs. They also learn how to plan and supervise religious ministries within their command, with topics covering manpower, budgets, policies and the training of religious military teams. Upon completion of the school, active duty Navy Chaplains are sent to their first duty assignment.

Promotion opportunities are regularly available but competitive and based on performance. It's also important to note that specialized training received and work experience gained in the course of service can lead to valuable **credentialing and occupational opportunities** in related fields such as family counseling and behavioral therapy. Navy Chaplains typically continue their education throughout their careers. Opportunities for continuing education are available through the funded Graduate Education Program while being paid full-time as a Navy Officer.

NAVY CHAPLAIN CANDIDATE PROGRAM- This program is designed to expose seminary students to the diverse and demanding ministry of Navy chaplains serving sea service personnel in a variety of settings. Chaplain candidates wear the uniform and receive pay and benefits only while on annual training.

If you're in a graduate-level theological program, you can potentially enter the **Navy Candidate Program** as a student. The candidate must be at least 21 and not older than 38 at time of graduation from seminary. This allows applicants to meet the additional 2 years of required ministry experience before their 40th birthday.

The educational requirements include:

- 120 semester hours for undergrad degree
- enrolled full-time in an accredited graduate program, three years of which must be on-campus (not online.)
- Must be interviewed by a Chaplain (O-4 or above).
- Through this program, you can be commissioned as a Navy Officer while you finish your theological studies at an accredited seminary or graduate school. To find out whether your graduate program is eligible for the Chaplain Candidate Program and to learn more, **contact a recruiter.**

Training is the same as for Active Duty Chaplains:

- Officer Development School in Newport, RI (84 days)
- Naval Chaplain School in Ft. Jackson, SC (7 weeks)

The chaplain candidate must get an ecclesiastical endorsement from his/her denominational endorser.

As a Chaplain Candidate, you'll wear the uniform and receive pay and benefits while on your annual training and not in school. You'll get to experience what it means to serve as a Navy Chaplain firsthand. And you'll know for certain what this experience entails and how it affects the men and women of the Navy, Marines and Coast Guard. You may apply for training at

Chaplain School, held in June, September or January, after commissioning.

This is a non-paid program. But students are paid while in Chaplain School/OJT status only. Service obligation for the chaplain candidate program is a total of 8 years USNR (Ready Reserve). Selectees serve in a volunteer status in a non-pay billet for drilling reservist's points. As openings in the selected reserve become available, chaplains may apply for pay billets. Reservists may perform additional (limited) days of active duty each year as funding permits.

- Not subject to recall or mobilization
- No annual or weekend drill obligations
- Annual on-the-job training periods with pay

Chaplain candidates hold the rank of Ensign while in seminary, but are promoted to LTJG upon graduation.



NAVAL RESERVE- This program leads to a commission as an officer in the Naval Reserve and a commitment of two days each month for drills and two weeks of annual training. While remaining in their civilian careers, Naval Reserve chaplains also have the opportunity to serve their country and accumulate points toward retirement. Naval Reserve chaplains also may apply for temporary or full-time active duty assignments.

General Requirements

- must be a U.S. citizen;
- be able to complete 20 years of active commissioned service as a Naval officer before 60th birthday. Age waivers may be granted on a case basis to meet the needs of the Navy.
- Must meet established Navy medical/physical standards;
- must have an Ecclesiastical Endorsement (or "approval" for students) from a religious faith group approved by the Department of Defense.

Special Requirements for Chaplain Students

- Must be a graduate of an accredited college or university with a bachelor's degree of 120 semester hours, and hold a graduate degree that includes a minimum of 72 semester hours (at least 36 of these hours must be in the core religious and/or ministry areas, e.g. sacred

scripture, church or religious history, pastoral counseling, liturgy/worship, and/or theology)

- Must be enrolled full time in an accredited graduate program of professional study in theology, or related study, leading to a graduate degree.
- Must maintain satisfactory full time standing under the standards of the graduate/theological school and in any training prescribed by the student's religious faith group.

Military Obligation for Chaplain Students

All chaplain students may apply for approximately 45 days of training at the Navy Chaplain School in Newport, R.I. commencing in June of their first summer after commissioning. To accommodate pastoral commitments, this school can be attended in two sections, during their first and second years in the program.

Additional OJT is available during following summers/school breaks, providing further exposure to the varied ministries available in the Navy Chaplain Corps.

Upon graduation from seminary, a chaplain candidate should gain two years professional experience in fulltime ministry and then consider a superseding appointment in the Chaplain Corps, U.S. Naval Reserve for active or inactive duty.



Reflections on Ministry in the Sea Services by LCDR Robert A. Brown, CHC, USN (Ret.)

1. How/Why did you choose Navy chaplaincy?

When I was a young pastor, I had several friends who were reserve chaplains. They encouraged me to apply to be a reserve chaplain. After prayer and consideration, I responded that if I were to be a chaplain, I would want to be an active duty chaplain. I enjoyed pastoral ministry, but I felt a call to military chaplaincy. My wife and I prayed about that decision for a year. During that time we investigated the Navy Chaplaincy, because that appealed to me for several reasons. I wasn't really sure that I would be accepted because of some health issues, but I was accepted and endorsed and commissioned. I served as a Navy chaplain with Navy and Marine Corps units for 15 years. Chaplains usually serve with a team of other specialists. Another big difference is that many chaplains, especially military chaplains, live with, eat with, and work with their community day in and day out and face the same stresses and dangers, while most pastors only see their constituents in church a day or two a week. When military units deploy away from home, chaplains go too. A final difference is that most ministers see their job as witnessing and preaching, counseling and caring, and disciple making. Chaplains are forbidden to proselytize. They may preach in accordance with their denomination's doctrines in general protestant worship, but may not impose their beliefs on others.

2. How do you see chaplaincy as different from pastorate?

A pastor's ministry is primarily church-based caring for a homogenous group of believers of the same denomination. A chaplain's ministry is much wider in scope, ministering to a multi-faith and multi-cultural group of people within an institution such as the military, the VA, a hospital or nursing home, a troop of police officers or a local fire department. They serve people of all faiths, even those with no particular faith identification.

3. What blessings and joys have your experienced in chaplaincy?

Ministry in the military is a unique experience. My realm of experience has been enlarged because of chaplaincy by supporting not only people who believe similarly to me, but also by providing care and support to those from other faiths in a pluralistic environment. I was also accepted as a trained professional by most of those I worked for and worked alongside. That wasn't always the case in the parish. I became more aware of other cultures by traveling to other countries and seeing how they live. I grew in faith as I was opposed and confronted by Satanists and the anti-religious. I believe that my family and I have become more flexible, able to deal with change, and more accepting of those who believe differently and able to work with them for shared goals. I have had opportunities to go places and do things that I would never have had the chance to do as a parish pastor. I don't regret a moment of my military service. I am proud to have served my country.

4. What opportunities has chaplaincy afforded you?

I became more aware of other cultures by traveling to other countries and seeing how they live. I've hiked the jungles of Panama. I've officiated a wedding in a helicopter and funerals at sea. I've sung with an all-Black choir. I've done a beach landing in war games. I've eaten C-rations and Meals Ready to Eat. I have stood on the bridge of a large ship at night and prayed for the entire crew daily. I provided worship in the fields of Okinawa and South Korea. I've taken sailors on tours of holy sites in Israel. I appreciate having had opportunities to minister to those of other faiths and those of no specific faith group. I am stronger, not weaker, in my own faith and doctrine because of my having served as a chaplain.

Reflections on Ministry in the Sea Services

by Rev. William J. McEllroy, Jr.

Captain, U.S. Navy Reserve (Retired)

1. How did I chose the type of chaplaincy within to serve?

I did not choose, but rather it was chosen for me by the Lord. I was 28 years old and in my sixth year as an EC pastor. I kept getting mailings from Navy recruiters about joining the Navy. I kept discarding them. But then the Lord spoke to me about such a ministry as a chaplain in the U.S. Navy. He was very specific. I finally sought out an officer recruiter to garner some intel. My wife was all for it. My church leadership was supportive. And so, I applied. It took a few months to deal with all the paper work and medical requirements. And I got back into running and regular exercise. The Navy Chaplain School was then located in Newport, RI, and the summer class began in mid-June thru August. Unfortunately all the slots were already filled, with several ahead of me on the waiting list. But I kept proceeding as if it would happen, AND, God opened all the right doors at the right times. Following graduation I was assigned to a Navy Chaplain Reserve unit at Willow Grove Naval Air Station – 2 drill days a month (Friday-Saturday) and 2 weeks active duty for training per year. Those active duty times varied greatly: advanced chaplain schooling/training, assignments at sea, air stations, ship yards, Marine Corps bases, Coast Guard bases, etc.

After four years the Lord very specifically spoke to me about active duty – at the time of the bombing of Marine Corps barracks in Lebanon (which killed or injured a couple Navy Chaplains as well). Once again God very quickly opened all the right doors to process onto active duty. Great experiences, fantastic ministry! Three years later the Lord rotated me back to the Navy Reserve where I experienced tremendous opportunities to serve members of the sea services – from coast to coast and overseas. Promotions came regularly and responsibilities and ministry increased.

2. How have I been blessed/challenged by chaplain ministry?

I was blessed to provide pre-marital counseling to many young couples, provide weddings, baptisms, celebrations, and more. I was there to provide solace in times of loss whether it was a service member death or an infant death or a family needing comfort and information on a service member injured/wounded far from home. Over 26 years I provided thousands of counseling ministry opportunities on a multitude of subjects and needs; doing so utilizing the scriptures and prayer. I thoroughly enjoyed helping

and ministering to people of all ranks along with their families and civilian workers.

There were many challenges along the way as well. I was in two minor helicopter crashes; assisted in rescuing a drowning man in New York harbor while on duty with the Coast Guard; served a winter in the Arctic Circle (minus 70 degrees every day) with Marines, while living in a tent; dealt with death, devastation, smell of burning flesh, and psychological injury of many service members at the Pentagon following 9-11 (not a pretty picture); to name a few.

3. What did I like about being in the Navy?

More opportunities to share Christ and lead people to salvation!!! The rewards are great: so many ministry opportunities; making great friendships that continue; travel – across America and around the world – seeing places I would never have seen on my own (likewise for some family vacations); ministry so different and beyond that of a local church; continuing education; and open doors to great opportunities for my family to go and see and experience. The pay was also much more than the pastorate and allowed our children to attend Christian schools up until high school.

U. S. AIR FORCE CHAPLAINCY



The Air Force Chaplain Corps is a highly diversified, multicultural and multid denominational community focused on the free exercise of religion for Airmen, their families, and other authorized personnel.

Career opportunities in the Air Force Chaplain Corps are available for

- Active Duty
- Reserves
- Unit Chaplain at one of 40 units in the U.S.
- IMA Chaplain- Individual Mobilization

Augmentees (IMAs) and serve at an active duty base in the United States or overseas.

- Air National Guard, and
- Chaplain Candidate Program.

Providing pastoral care ministry and counseling to those of faith and those of no faith, Air Force chaplains are religious ministry professionals who support the spiritual resilience of our Airmen all over the world. As spiritual leaders, chaplains are relied upon for faith and personal guidance. They are also advocates for our Airmen and consult with leadership on moral, ethical and quality-of-life issues.



Qualifications:

- Must be a U.S. citizen, no dual citizenship
- Receive an Ecclesiastical Endorsement from a DoD-recognized endorser
- An initial screening from an Air Force Recruiting Service Chaplain Recruiter
- No violations of privileged communication and/or confidentiality

- No violations or compromises of noncombatant status
- No convictions by courts-martial or by civilian courts (except for minor traffic violations or similar infractions)
- No record of disciplinary action for failure to exercise sound judgment with respect to morale or welfare of subordinates
- No disciplinary action for engaging in an unprofessional or inappropriate relationship
- No record of disciplinary action for financial irresponsibility, domestic violence or child abuse
- Must be between the ages of 18 and 40
- Bachelor's degree from an accredited institution with a minimum of 120 semester hours- Official academic transcripts from your educational institution
- Master of Divinity or equivalent theological degree with no less than 72 hours from an accredited institution. Official academic transcripts from your educational institution
- Two years of religious ministry leadership experience; and A pastoral ministerial leadership experience skills set résumé
- An official military/civilian 5"x7" color photo
- A homily or sermon video of your preaching in your civilian ministry context (e.g., church, synagogue, mosque, etc.)
- Letters of recommendation from your supervisor and others
- Senior-level Air Force chaplain face-to-face interview
- A Department of Defense physical at the nearest Military Entrance Processing Station (MEPS)
- Submission of a security clearance and credit check screening

Status: When you join the Chaplain Corps, you will be commissioned as an officer. Your rank will be based on education level and experience.

Training:

- Commissioned Officer Training- 5 weeks at Maxwell AFB, AL
- Air Force Chaplain School College- 7 weeks at Ft. Jackson, SC

Air Force Reserve

Qualifications to Serve

- Be a U.S. citizen (dual citizenship is not accepted)
- Be qualified spiritually, morally, intellectually and emotionally to serve Air Force Reserve personnel
- Pass the Air Force Reserve physical examination and meet weight standards

- Pass a National Security Agency back-ground check to qualify for a security clearance.
- Be sensitive to religious diversity and provide for the free exercise of religion by all military personnel, their dependents, and other authorized personnel of the U.S. Military.

Educational Requirements: (Schools must be accredited)

- Bachelor degree - Chaplains must possess a degree with not less than 120 semester hours.
- Professional degree - Chaplains must possess a completed Master of Divinity or equivalent degree of at least 72 hours.

Ecclesiastical Requirements:

Chaplains must be endorsed to serve in the Armed Forces of the United States. Contact NCMAF.org to locate your endorser and determine what faith group specific requirements you must meet for full endorsement.

Age Requirements:

Chaplains must be less than 40 years of age at the time of appointment. Those with prior military service must be less than 42 at the time of appointment.



Where will you serve?

Assignment location is determined by the proximity to your home and the needs of the Reserve. Upon successful accession, we will discuss with you to determine the best fit for you and the Chaplain Corps.

Categories of Reserve Service:

- **Category A or Traditional Reservist-** Traditional Reservists (TRs) are assigned to an Air Force Reserve Wing, serving one weekend a month (24 days/year) plus a two-week period of annual training (12 days/year). TR chaplains and chaplain assistants work together as a Religious Support Team, training regularly with the same group of Airmen to build long-term ministry and working relationships. Training days are scheduled in advance annually allowing chaplains plenty of time to plan with their civilian ministries for upcoming service. TR chaplains train to deploy with their Reserve Wing as an integral part of combat support for their Airmen.
- **Category B or Individual Mobilization Augmentee-** Individual Mobilization Augmentees (IMAs) are assigned to an Active Duty Wing. IMAs serve a minimum of 24 days per year divided as follows: 12 consecutive days of annual training and 12 individually scheduled days throughout the year. IMAs coordinate their training days with their active duty supervisors. IMAs train along-side their Active Duty counterparts, learning their jobs in order to backfill those positions in the event the active duty chapel staff deploys. IMA chaplaincy offers great flexibility to meet the needs of your civilian career commitments.

Officer Commissioning: Upon acceptance, a chaplain is commissioned as a First Lieutenant (non-combatant).

Initial Military Training Requirements:

- **Commissioned Officer Training** (5- week long course, held year-round) Basic officer training for Air Force professional career fields (chaplains, lawyers, doctors, nurses, etc.)
- **Basic Chaplain Course** (6-week long course, held year round) Initial career field training for chaplains to learn the basics of Chaplain Corps spiritual support operations

Air Force CCP Program:

The Air Force Chaplain Candidate Program is an exciting opportunity for seminary and other professional religious school students to evaluate their compatibility and potential for commissioning as an Air Force Chaplain. The focus is on experiencing ministry in the Air Force during summer training internships. As a chaplain candidate, you will draw upon your background, education and experience to function as part of an Air Force chapel team. Upon entering the program, you commission as a Chaplain Candidate,

Second Lieutenant, (non-combatant). Upon graduation and ecclesiastical endorsement, chaplain candidates are eligible for reappointment as a chaplain in the USAF Reserve.

Basic Requirements:

- Meet all military medical requirements and weight standards.
- Citizen of the United States.
- Less than 35 years of age at the time of appointment.
- Possess baccalaureate degree with not less than 120 semester hours (180 quarter hours) of under-graduate credit from an accredited college or university.
- Obtain ecclesiastical approval from your religious body's military endorser.
- Enrolled full-time in an accredited or recognized theological seminary or professional school of religion.
- Working toward a professional Master of Divinity degree or equivalent (minimum 72 semester hours/108 quarter hour degree program).
- Able to complete approximately 115 days of active duty training over at least two summers.
- Pass a National Security Agency check on your personal history and background and qualify for a security clearance.
- No drug abuse or criminal record.
- Willingness to support and defend the constitutional guarantee of free exercise of religion for all Airman.
- Unwavering commitment to integrity always, service before self, and excellence in attitude and action.

Training:

Chaplain Candidates train to meet the needs of Airmen and their families as potential future Chaplains. The training program is organized into four phases over multiple years:

- Basic Training to include the five-week Commissioned Officer Training Course and the two-week Chaplain Candidate Course.
- Chaplain Candidate Intensive Intern-ship: 35-day multi-base immersion into the Chaplain Corps mission across the Active Duty, Reserve, and Guard.
- 35-day tour at an Active Duty base for hands-on practice of Chaplain skill-sets crafted to meet your reappointment goal (Active, Reserve, or Guard).

Air National Guard



Requirements:

In the Air Guard, Chaplain applicants for initial appointment must have a master's degree in theology and be less than 40 years old, or less than 42 years with at least two years of prior service at time of commissioning. Ordination and ecclesiastical endorsement from a recognized religious denomination are also required.

New officers are required to pass a written examination called the Air Force Officer

Qualifying Test (AFOQT).

All applicants must first pass a standard medical screening test.

Air Guard recruits must pass a rigorous background check before they can be accepted into the Air Guard.

Training:

In Basic Training, you'll learn the basics of Air Guard knowledge, as well as start the most intense fitness training of your life. Each week will focus on a new area to make you an elite Airman. You'll learn basic combat and survival skills, as well as how to communicate in the battlefield. You'll push your mental stamina to the limit and find out just how strong you really are when you face the ultimate obstacle course. Later, prepare yourself for an adrenaline rush where you'll test your new skills by going head-to-head with other enlistees in simulated hand-to-hand combat scenarios. All your preparation really gets tested in the Basic Expeditionary Airmen Skills Training. Finally, in week eight, you have made it! It's graduation week, and you have a lot to be proud of.

Deployment:

It takes a great deal of faith to handle some of the things Air National Guard members face from time to time. That's where the Chaplain comes in. As the Chaplain, you'll play an important role in the spiritual care of Air Guard men and women. You'll attend to Air Guard members who are struggling with personal stress or spiritual turmoil and also manage important religious ceremonies like weddings, memorial services, baptisms and more. As a

Chaplain, you'll be a key part of the Air National Guard's effort to serve the whole person for our Airmen and their families.

The ultimate measure of Air Mobility is the ability to rapidly move personnel and equipment anywhere in the world when needed, and to sustain that force for as long as needed. This will include the strategic airlift of personnel and cargo, tactical airdrop of personnel, equipment and supplies and the transport of litters and ambulatory patients during aero medical evacuations when required.

Mission Aircraft

- **C-130 Hercules**
- **C-17 Globemaster**
- **C-21**
- **C-40**
- **LC-130**



PERSONAL REFLECTIONS:



Karl Noel Blancaflor, MAJ, Chaplain, United States Air Force

1. How did you come to choose AF chaplaincy?

A dear friend of mine who is a retired US Army Chaplain introduced me to the idea of military Chaplaincy.

In choosing Army over Air Force, the exact words were, "I love you too much to consciously send you to the Army"

Air Force life in general as I did research was more accommodating for family and geared more towards parish ministry.

2. How do you find chaplaincy different from pastorate?

Diversity is the biggest difference between the chaplaincy and pastorate.

If I take the military members out of the equation of the local church in the town I am currently in, most members grew up together, went to the same high school and have known each other for years.

In the Chaplaincy, I meet new people every day and deal with authentic, unadulterated, life challenges they deal with on a daily basis.

From my vantage, I can present the Gospel to more people in the most dynamic fashion.

I find I can truly model the incarnational Jesus with people who are truly hurting. These who are hurting, may not be interested to know I am a Christian, but they know I live by a guiding principle and are looking for hope.

3. What joys/blessings have you experienced as a chaplain?

The greatest joys I have experienced as a chaplain are seeing marriages restored, people's lives changed and people coming to Christ.

Currently, I was part of a church plant in a housing community on base, we started 10 April 2016.

I find great joy knowing, all my parishioners literally walk to church on a Sunday morning.

Our worship leader is a new believer and has grown immensely in leading praise and worship.

A young lady who stopped going to church years ago, started coming when we first launched the service, since then she has rededicated her life to Christ, was baptized in the community pool one Sunday after worship, and took part in a 12 week new believers course.

I have a mother of 6 who faithfully brings her family each week...her teenage daughter recently volunteered to run slides for our worship service.

With this church plant, it was "Let's provide what we see God saying is a need and start." We made worship convenient, relevant, and invitational...

In the context of marriage and family, I had the joy of hearing from a wife, "Chaplain, you were the only one who believed in saving my marriage...thanks for keeping us together"

In the end, God gets the glory, but it sure is fun that I get to do this. Not every day is the greatest...but there are more great days that outnumber the bad ones.

I'm living the dream...presenting the healing Jesus for the hurting World, empowering and inspiring those who put warheads on foreheads...defending freedom.

SECTION 3: VETERAN ADMINISTRATION **CHAPLAINCY**



Chaplains provide for the religious and spiritual needs of Veterans and their families. They assess patients' desire for spiritual and pastoral care. Chaplains provide spiritual and pastoral interventions based on the patient centered care plan, as well as conduct worship services. Chaplains uphold patients' right to the free exercise of religion and protect them from proselytization (unwanted imposition of religion). Chaplains are active members in a multidisciplinary team of health care providers contributing to the holistic health and wellness of Veterans.

Requirements

- Be a citizen of the United States.
- Undergraduate degree of 120 semester hours from an accredited institution.
- Master of Divinity/Theology degree from an Association of Theological Schools (ATS) accredited seminary or school of theology.
- VA Chaplains must have an endorsement from their denominational chaplain endorser.
- Ordination as a pastor in the E.C. Church.
- An endorsement for Veterans Affairs Chaplaincy from the Chaplaincy Committee of the E.C. Church.
- Minimum of 2 years pastoral ministry.
- Must have completed 2 units of Clinical Pastoral Education or have equivalent training (not less than 800 hours of supervised ministry in a health care setting, incorporating both ministry formation and pastoral care skills development).
- Willingness to facilitate and coordinate programs for individuals of ALL religious faiths without discrimination.



- There are no age restrictions on applying for or being hired as a VA Chaplain. There is also no mandatory retirement age for VA Chaplains.

Application

The chaplains at the National Chaplain Center, as subject matter experts, evaluate all applicants for employment as VA chaplains. The official term for the evaluation process is “examining,” although applicants do not take a test. The Board of Excepted Service Examiners (BESE) is comprised of Associate Directors of VA Chaplaincy who are designated by the Director of VA Chaplain Service.

In your resume or application, we do need descriptions of your professional ministry work in order to verify that you meet the minimum requirements. Although not required, recent recommendations from supervisors and/or colleagues may be valuable.

As soon as we have all of the required documents, your application is evaluated by the Board of Excepted Service Examiners. If you meet the minimum qualification requirements for VA Chaplain, the Board assigns a point value to each of the rating factors which are listed in the announcement. The points for each factor are totaled, and 5 or 10 points are added for Veterans’ preference, if applicable. The final score ranges from a minimum of 70 to a maximum of 110. We then mail you a “Notice of Rating” telling your score and verifying your choices of VA locations desired, work schedules desired, and grade(s) applied for. Your application is “active,” that is, available for consideration for jobs, for one year following the date that the Board rated your application.

Qualified applicants remain active in the National Chaplain Center file for one year after the date of the individual’s Notice of Rating. The VA will send you a reminder about 60 days before your eligibility is about to expire. To maintain an active file, submit updated material in accordance with the instructions we send you. The Board will review your score and extend your eligibility.

Rating factors

The rating factors are a sub-set of the knowledge, skills, and abilities used in the job of chaplain. These particular knowledge, skills, and abilities are recognized as useful in identifying the best qualified candidate.



Your responses to the rating factors are your chance to compete “head to head” with other qualified applicants, to give specific examples of your accomplishments that you feel make you better qualified than others. Responses that sound theoretical or hypothetical get few points. The Board looks for specific, verifiable, accomplishments that demonstrate your abilities. The Board cannot make assumptions about an individual’s knowledge, skills, and abilities based on particular job titles, ranks or assignments. While the Board members are all very familiar with ministry in community settings, and ministry in the military, they can give points only for what is written in the application.

Hiring

Hiring for federal civil service jobs is designed around open, competitive, merit-based procedures administered by a federal agency called “The Office of Personnel Management” (OPM). Congress and OPM authorize some “exceptions” to the competitive procedures. These “exceptions” comprise the “accepted service.” The profession of chaplain, throughout the federal government, is in the excepted service. When hiring into the excepted service each federal agency or department is responsible for setting up and administering appropriate procedures to evaluate applicants.



When a VA Medical Center wishes to consider chaplain applicants from outside of VA, it sends a request to the National Chaplain Center. The National Chaplain Center sends the applications of the active applicants with the highest scores who wish to be considered for the particular grade, location, and work schedule. The VA Medical Center contacts the individuals and performs interviews. By federal policy, the medical center must select one of the three highest-scoring applicants.

Qualified Veterans get hiring preference.

VA Medical Centers recruit locally when they need chaplains to supplement the full-time and part-time employed staff. Call the chaplain office at the VA location at which you wish to work and ask whether they are accepting applications for contract and/or fee-basis work. All contract and fee basis chaplains must meet the same requirements as a chaplain applying for full-time or part-time employment.



Job Duties

- Provides individualized pastoral care to Veterans and their families as part of a multidisciplinary team.
- Administers spiritual needs assessments, implements care plan, and ensures appropriate documentation.
- Coordinates and conducts worship services, sacraments, and spirituality group programs.

Knowledge Areas

Need to have a thorough understanding of:

- Spiritual care in a pluralistic setting (e.g., respecting and supporting Veterans' own belief systems)
- Pastoral care practices (e.g., assessment, care planning, and intervention)
- Spiritual needs and concerns of Hospice, Palliative care and end of life Veterans.
- Health care system structure, regulations, practices and programs.
- Diverse religious practices, beliefs and organizational structures.
- Roles and responsibilities of the members of VHA multidisciplinary treatment teams (e.g., nursing, social work and medicine).
- Spiritual effects of injuries and illnesses for Veterans (e.g., Posttraumatic Stress Disorder (PTSD), substance abuse and spinal cord injuries).
- Federal laws, regulations, VA and VHA policy related to patient care.
- Current research on the interrelationship of religion, spirituality and health.
- Mission, vision, values and goals of the VHA and VHA Chaplaincy.



Education and Licensure

Job announcements may contain more specific requirements:

- Ecclesiastical endorsement dated within the past 12 months is required.
- A Master of Divinity degree or equivalent degree is required.
- Two units of Clinical Pastoral Education (CPE) or equivalent training are required.



Professional Associations

Membership in professional organizations can be useful in maintaining an awareness of developments in the field. These organizations are examples of associations aligned with this position:

- Association of Professional Chaplains (APC)
- National Association of VA Chaplains (NAVAC) (www.navac.net)



Chaplain Juliana Lesher,
M.Div., Ph.D., BCC
Chief of Chaplain Service
South Texas Veterans Health
Care Service, San Antonio, TX

How has VA Chaplaincy challenged or blessed you?

The relationships that I have formed with our Veterans, their families, and VA staff are the most precious aspect of my ministry as a VA Chaplain. I have found in my own life and in the lives of those to whom I minister that healing and hope come through a trusted relationship with God, genuine friends, and a connection to something far greater meaning than our selves. For people who have been through traumatic events in their lives, whether they be Veterans or non-Veterans, the development of a mistrusting spirit, the squelching of any human emotion, and the hiding from one's true self is often the situation. As VA Chaplains who are likely somewhere on our own path of healing, we have the sacred honor of coming along our Veterans, their families, and our staff with a spirit of vulnerable honesty, loving acceptance, supportive encouragement, and authentic

counsel.

What sets VA Chaplaincy apart from other forms of chaplaincy?

The trauma of war leaves returning service members with a wounded spirit. Their wounded spirit impacts every aspect of returning service members, including their relationship with God and those around them. VA chaplains are employed to compassionately address the existential emptiness and crisis of meaning which result from trauma. As a VA Chaplain, I also have the sacred honor of serving those who have fought to defend the freedoms that we cherish as Americans, and I am daily reminded that freedom is not free.

Chaplain W. Joel Copeland, Chief of Chaplain Service at Lebanon, PA VA



How has the VA Chaplaincy challenged or blessed you?

Over my years as a VA Chaplain, I have been privileged to minister to a greater number of people than I would have been able to in a church setting and especially minister to them at crisis points in their life. These veterans are ones who lives have been shattered by illness, emotional problems, addiction, family problems, and pending death. I have been especially privileged in both facilities I have served to work with the hospice patients and walk with them as they faced the end of their life. In fulfilling these responsibilities, I have been forced to seek more training but also more grace and strength from the Lord.

How does the VA Chaplaincy differ from other forms of Chaplaincy?

The VA Chaplaincy gives one the chance to provide spiritual care to those who have served our country and given of themselves. Because of their service many of the veterans have life-limiting disabilities, physically and emotionally. Their service has also caused moral injury in many of them. VA Chaplaincy gives one the chance to help provide spiritual care and support to these veterans and is the one chaplaincy that is geared to this particular segment of the American pollution. Rather than limiting me, I have found that the VA Chaplaincy has given me a greater opportunity to serve the Lord.

Another thing that makes VA Chaplaincy different from most types of Chaplaincy and the pastorate is the clinical setting of a hospital and the trans-disciplinary relationships of serving on a clinical health care team. The VA Chaplain is considered a professional, like doctors, nurses and psychiatrists, with their own field of expertise, the spiritual and moral, that

is a crucial element for holistic health.

In addition, in some VA settings, VA Chaplains may be trained in certain subspecialties required for care of wounded or dying veterans:

- Behavioral Health
- Mental Health and Suicide Prevention
- Traumatic Brain Injury
- Moral Injury
- Rape
- Palliative Care and Hospice
- Tele-Chaplain (chaplain counseling via Skype to distant clinics)

On the other hand, VA Chaplains do a lot of things that other chaplains do:

- Lead worship
- Spirituality groups
- Marriage Enrichment
- Sunday School and other small group instruction
- Warrior to Soulmate (Marriage Enrichment)
- Pray with and for those they serve
- Counsel with veterans and their families
- Visit within the VA facilities (hospitals and rehabilitation units)
- Administration and meetings and reports

This list is not all-encompassing, but hopefully it give you some general sense of the kind of work that VA Chaplains do!

SECTION 4 CORRECTIONAL CHAPLAINCY



FEDERAL BUREAU OF PRISONS CHAPLAINCY

"I was in prison and you visited me." Thus said Jesus in the Christian gospel of Matthew as he indicates actions of some who will be welcomed into the kingdom. Visiting those confined is not a virtue unique to Christianity but is common to all our faiths and is a tenet of institutional chaplaincy.

The Federal Bureau of Prisons (BOP) employs chaplains in its facilities 'to administer, supervise, and perform work involved in a program of spiritual welfare and religious guidance for inmates in a correctional setting.' All chaplain vacancies are full time positions with requirements remarkably similar to those required for military chaplaincy.



As an example of how the chaplain is included in the team providing care for inmates, here is an excerpt from a low security correctional complex orientation handbook;

"The Chaplains are responsible for conducting religious services for their respective religious community. The Chaplains are dedicated to providing professional pastoral care to all inmates in their spiritual development and growth. People from the local religious communities volunteer their time to provide instruction and leadership to the religious needs of the inmates. Religious Services offers a variety of pastoral services to the inmate population. If an inmate desires pastoral counseling he can see one of the Chaplains. Should you need to see a Chaplain, you can come directly to the Chaplains office. We have an open door policy."

The following **requirements and procedures** are used for hiring chaplain applicants:

Personal Qualifications

- a. Age. Ordinarily, an initial appointment must be made after age 21 and prior to one's 37th birthday. The Department of Justice has granted an age requirement exemption for candidates of some faith traditions because there is a documented shortage of qualified candidates for those faith traditions who meet the maximum age entry provision of Title 5 U.S.C. § 3307 and Public Law 100-238. For further information pertaining to these exemptions, contact the Central Office Chaplaincy Services Branch.
- b. Religious Credentials. Applicants will be ordained clergy or members of ecclesiastically recognized religious institutes of vowed men or women. In lieu of professional ordination credentials, adequate documentation of the applicants recognized religious and ministerial roles in their respective faith communities is required.
- c. Suitability. Applicants must conform to the suitability guidelines established for areas such as:
 - Employment,
 - Financial and criminal history,
 - Intentional false statements or misrepresentation in the application,
 - Moral turpitude.
 - Residency: For three of the five years immediately prior to applying for a position, the applicant must have resided in the United States, worked for the United States overseas in a Federal or military capacity, or be a dependent of a Federal or military employee serving overseas.
- d. Physical Standards. Applicants must pass a pre-employment physical examination which includes a urinalysis. Following initial hire, as a condition of future employment, applicants must further pass a Physical Abilities Test (PAT). This is designed to measure the physical requirements necessary to perform essential functions in a correctional setting, such as the ability to respond to emergencies.
- e. Residency. For three of the five years immediately prior to applying for a position, the applicant must have resided in the United States, worked for the United States overseas in a Federal or military capacity, or be a dependent of a Federal or military employee serving overseas.
- f. Firearms Training. Chaplains are exempt from the requirement and will not participate in firearms training during the Introductory Correctional Training at Glynco. In addition, chaplains will not participate in the annual firearms qualification at the institution. In lieu of firearms training, applicants will complete the cross development series on

chaplaincy or an equivalent study course.

Professional Preparation

- a. Academic Requirements. Candidates must possess an earned bachelor's degree and a Master of Divinity degree, consisting of 90 hours of graduate study from an Association of Theological Schools (ATS) accredited residential seminary or school of theology, or have earned the equivalent educational credits described below.

The academic institutions must send official transcripts directly to the Chaplaincy Services Branch, Central Office.

Equivalent educational credits required:

- a) An earned bachelor's degree from an accredited college with at least 120 semester hours (180 quarter hours).
- b) Successful completion of 90 semester hours or 120 quarter hours of graduate study which included or was supplemented by:
- 20 semester hours (27 quarter hours) of pastoral ministry (examples: homiletics, preaching, ministry, pastoral counseling, supervised ministry).
 - 20 semester hours (27 quarter hours) in any combination of theology, ethics, and philosophy of religion.
 - 20 semester hours (27 quarter hours) in religious history or world religions (The applicant will be able to demonstrate an understanding of religious pluralism).
 - 20 semester hours (27 quarter hours) in the study of sacred writings, including the study of languages in which sacred religious writings are written.
- b. Experience. At least two years, or 4,174 hours, of pastoral/spiritual leadership experience in a congregational or specialized ministry setting within the endorsing body after formal ministerial preparation. Clinical Pastoral Education, a valuable training experience for chaplains, may satisfy up to one year, or 2,087 hours, of the requirement of pastoral/spiritual experience.
- c. Ecclesiastical Endorsement. An Ecclesiastical Endorsement attests to:
- The applicant's suitability for correctional ministry,
 - Support for his or her candidacy,
 - A clear assurance statement that the applicant has no present nor past legal or moral barrier to congregational ministry, and
 - An affirmation that the applicant will facilitate inmates of all faiths' opportunities to pursue individual religious beliefs and practices.

- The applicant's relationship to the endorsing body must reflect a minimum two-year association before endorsement.

Completed Application

- a. The applicant mails the completed application to the Central Office Chaplaincy Services Branch. As soon as all requested documentation is received, the applicant will be notified that the application packet is complete.
- b. The names of candidates will be kept on a wait list. When a vacancy occurs, applications of suitable candidates will be forwarded to the Regional Chaplaincy Administrator.

Interview and Selection Process. The following procedures apply to all applicants not presently occupying a Bureau chaplain position. This includes status employees in competitive positions seeking appointments as chaplains.

- a. The Regional Chaplaincy Administrator notifies the Chaplaincy Administrator of an institution vacancy which may be filled with a candidate.
- b. The Chaplaincy Services Branch forwards the files of eligible candidates to the Regional Office where the NCIC/credit checks, PAT video, writing sample, pre-Employment Integrity checks and panel interviews ordinarily take place. A Questionnaire for Public Trust Positions form (SF-85P) is mailed to each applicant to be interviewed. The applicants must bring the completed form to the scheduled interview.
- c. The selection process and the selecting official will adhere to all legal requirements regarding priority considerations and veteran's preference.
- d. The Regional Human Resource Office forwards the tentative selectee's application packet to the institution for review and recommendation.
- e. The institution's Human Resource Office is to complete the law enforcement and reference checks. When the initial results are received, the application will be forwarded to the Warden for review and employment recommendation.
- f. Once a tentative selection is made, the institution's Human Resource office is to prepare a "Conditional Offer of Employment Letter" for the Regional Director's signature. The employment folder is forwarded to the Regional Office.
- g. The Regional Director reviews and signs the
- h. "Conditional Offer of Employment" letter and returns the employment folder to the institution.
- i. The institution's Human Resource Office sends the conditional offer of

employment letter to the selected candidate and schedules an appointment for a physical and urinalysis. Upon satisfactory completion, a Request for Personnel Action form (SF-52) is prepared for the Regional Director's signature. The employment folder is forwarded to the Regional Office.

- j. The Regional Director signs the SF-52 and the candidate's employment folder is returned to the institution.
- k. The institution's Human Resource Office initiates the background investigation and establishes a reporting date with the candidate.
- l. When required, the chaplain candidate will secure ministerial faculties or credentials from the ecclesiastical jurisdiction where the institution is located before a reporting date is determined. The candidate will forward the documentation of the ministerial faculties to the institution for placement in the employment folder.
- m. Non-selected candidates are informed by letter from the institution's Human Resource Office. Their employment folders are returned to the Central Office Chaplaincy Branch. The employment folders of non-selected candidates expire after one year from last consideration given.
- n. The trial period for newly appointed chaplains is one year.

CHAPLAIN TRAINEE POSITIONS

- a. The Bureau of Prisons has established Chaplain Trainee positions (GS 060-9/11) in correctional institutions nationwide. The applicants must meet all of the personal and professional qualifications, except academic. The applicants must, however, normally be within 18-24 months of completing the academic requirements for a staff chaplain position and will receive on-the-job training while completing their Master of Divinity or equivalent degrees.
- b. A standard application packet will be sent to the applicant upon receiving a written request. In addition, the applicant must complete the following form: A Chaplain Trainee Certification and Authorization with Standard Mobility Statement form (BP-S682).
- c. When the Chaplain Trainee is within 20 hours of completing the degree, the Chaplain Trainee becomes eligible for promotion to a GS-060-11. Because this is a new appointment, there is no requirement of one year at the previous grade level. Upon completing the academic training satisfactorily, the Chaplain Trainee is eligible for a subsequent appointment at the GS-060-12 level.
- d. If the academic requirements are not met within the stipulated time frame, the Chaplain Trainee may be terminated from the program. If the Chaplain Trainee is a status employee and does not complete the

academic requirements within the stipulated time frame, the employee will be returned to a position commensurate with the position held before starting the Chaplain Trainee program. The agency will consider the employee's location preference in making the reassignment.

- e. The Chaplain Trainee's failure to make continuous educational progress will result in removal from the Chaplain Trainee Program.

MAINTAINING ECCLESIASTICAL ENDORSEMENT.

Endorsement must be maintained throughout each Chaplain's tenure.

- a. Attendance at Annual Conference or Spiritual Retreat. The following procedures, with appropriate documentation, will be followed:

- a) The Bureau recommends that Chaplains foster their ecclesiastical relationships and endorsements annually. The process for facilitating an ecclesiastical relationship is normally done through attendance at an annual conference or spiritual retreat conducted by or under the auspices of the endorsing body.
- b) Each staff Chaplain should schedule, as far in advance as possible, attendance at an annual conference or spiritual retreat not exceeding five consecutive working days. The scheduling is to be done in consultation with coworkers/supervisor to ensure appropriate program coverage.
- c) Chaplains are authorized administrative leave to attend this annual function, since it is normally required to maintain endorsement for employment. A travel authorization is to be submitted for the approving authority's signature. No appropriated funds will be allocated for this function.
- d) Sites for administrative leave must be within the United States and U.S. Territories, unless otherwise approved by the Chaplaincy Administrator.

- b. Changes in Religious Affiliation and Subsequent Endorsing Agents/Bodies

- a) Ordinarily, Chaplains who are changing religious affiliation must provide written notification to the Chaplaincy Administrator when the transition process is initiated. The Chaplain changing religious affiliation must ensure that both endorsing bodies are fully aware of this change in relationship.
- b) Because endorsement is a condition of employment, the Chaplaincy Administrator requires written documentation from the respective ecclesiastical endorsing bodies acknowledging their awareness of the endorsement relationship's transition.
- c) Once the change in religious affiliation is complete, a new

Ecclesiastical Endorsement form must be forwarded to the Central Office Chaplaincy Branch. The Chaplaincy Branch, in turn, will forward the new form to the institution where it will become part of the Chaplain's Official Personnel File.

- c. The Bureau has affirmed and will maintain a relationship with the endorsing agents (bodies) of all chaplains.
 - a) The chaplain's endorsing agents are encouraged to correspond and/or visit with them at the institutions.
 - b) The Bureau will assert its right to communicate with endorsing agents upon matters that impact its chaplain's integrity and professional standards. The Chaplaincy Administrator, in consultation with the appropriate Regional Chaplaincy Administrator, will communicate with the endorsers.
 - c) The endorsing agent will notify the Chaplaincy Administrator of loss or withdrawal of endorsement for any reason. In addition, the affected Chaplain must notify the Chaplaincy Administrator immediately upon loss of endorsement.
 - d) If a separation from employment between a Chaplain and the Bureau occurs, the Chaplaincy Administrator is to provide written notification to the appointed endorser regarding termination of employment.

REASSIGNMENT AND PROMOTION PROCEDURES FOR CURRENT BUREAU CHAPLAINS. Chaplains who have completed their trial period are eligible for all announced chaplaincy vacancies. All legal requirements during the selection process regarding priority consideration and veteran's preference will be followed. Should there be specific requirements for the advertised position, the requirements will be delineated in the vacancy announcement. The Bureau's legitimate business needs are always a factor in determining assignment.

Reassignment Procedures for Staff and Department Head Chaplains (GS-060-12)

- a. The institution with the vacancy will prepare an SF-52, and forward it to the Regional Office for the Regional Director's signature. Once the SF-52 has been signed, the vacancy is announced nation-wide as a position for staff chaplain (GS-060-12), or department head chaplain (GS-060-12).
- b. Interested Chaplains are encouraged to apply for the announced vacancy. A memo will be forwarded to the Regional Chaplaincy Administrator on or before the closing date through the applicant's

immediate supervisor. Applicants may submit supplemental materials which demonstrate their accomplishments.

- c. The names of all applicants will be presented to the selecting official who makes the selection after consulting with: Assistant Director, Correctional Programs Division, the appropriate Regional Chaplaincy Administrator, and the Warden. Reference checking of all applicants under consideration will be done in accord with Bureau policy.
- d. The Warden, the selected Chaplain, and the current employing institution will establish a reporting date for the Chaplain. If faculties are required for the ministry's function, the Chaplain must have received them from the ecclesiastical jurisdiction where the institution is located before a reporting date is established.

DUTIES AND WORK SCHEDULES OF STAFF CHAPLAINS. At a minimum, Chaplains in institutions are required as a function of their ministry to:

- a. Provide coverage seven days a week, evenings, and weekends to meet inmate religious needs (five days a week for one Chaplain institution). The Chaplains are responsible for conducting religious services for their respective religious community; coordinating religious services on an equitable basis for all Federal Bureau of Prisons approved religious communities and providing counseling with inmates during times of crisis. The Chaplains are dedicated to assisting inmates in their spiritual development and growth.

All chaplains must work two evenings per week. While some chaplains may prefer evening hours, chaplains will not be required to work more than three evenings per week.

- b. Share pastoral duties, supervision of inmate groups, and administrative functions equitably.
- c. Work on their weekly day of religious observance and lead the religious service regularly. Chaplains are also required to work on the seasonal holy days of their faith tradition.
- d. When staff members are needed to cover emergency posts, chaplains will be assigned posts which are consistent with their pastoral role.

MANDATORY TRAINING FOR CHAPLAINS

- a. Newly hired chaplains, including chaplain trainees, must complete:
 - New Chaplains' Training (24073) within 12 months of entry into the position (MSTC funded (8/14/92); and ^[1]_[SEP]
 - New Chaplains OJT (11060) within 12 months of entry into position. This program will be supervised by the Department Head Chaplain

- or the Regional Chaplain, if the institution has no Department Head Chaplain. Upon completion, documentation will be forwarded to the EDM to receive training credit.
- b. All chaplains must complete a three-day training program on Religious Beliefs and Practices of Inmates every four years. In addition, all chaplains will participate in a Program Review in accordance with the policy on Program Review. Newly hired Chaplains are eligible to participate in the three-day training program after completing the first year of their trial period.
 - c. All chaplains must complete Crisis Response Team (CRT) training within the first five years of employment.



Comments by Tommy Ellis,
Supervisory Chaplain at Federal
Bureau of Prisons, Greater
Seattle area:

How were you motivated to become a Federal Prison Chaplain?

I was motivated by an out-of-the-blue prompting of the Holy Spirit. Half way through my seminary experience, I had intended to return to campus ministry in Korea. I read of a need for chaplains in the FBOP, and heard a very clear "Look into that," in my spirit. Once I responded, it was like I was being shoved through the doors.

A few months ago a famous mega-church pastor visited our institution. As I escorted him out he gave me a look of genuine curiosity, and said, "You're here every day, all day?" I nodded. And he kind of shrugged. His real question was, "Why? Why would a well-educated minister of the gospel spend his ministry in jail?"

My answers are calling, Biblicism, and grace. I'm in jail because God told me to be here. While in my second year of seminary, preparing to return to university mission work in Korea, the Holy Spirit directed me to a need in the Bureau of Prisons, and told me to go.

Jesus commanded his disciples to visit those in prison. Despite being blessed with my church's best education, I'm still a pretty simple guy. So, when the thing I get to do fulfills a very specific directive from Jesus I feel pretty safe!

Finally, there is grace. I could be the one in prison. God shielded me at an early age--using church workers. Otherwise, how easy it would have been to end up sideways! I'm no better than those I serve. My hope is that they will become better because of my service!

What was the process or procedure you followed to become a prison chaplain?

It took me 18 months to be placed, because my pre-ordination experience did not count, and my 3 years as a volunteer pastor was considered insufficient. When I promoted to supervisory, my staff chaplain resigned less than a year later. Afterwards, I spent 3 years running the department alone.

What were some of the blessings you've experienced in this ministry?

I've always felt 100% in obedience to God, as a chaplain. Detention Center ministry means a lot of folks come and go, and God has wired me to work well with this transient population. Many inmates have explored Christianity during my time, and committed believers have grown deeper. Ironically, walking with inmates through family tragedies and hardships has fed my sense of purpose and meaning.

Prisoners are generally more honest about their sins, and more realistic. They do not wallow much in false guilt (I only prayed 25 minutes today instead of 30), nor do they resist the Holy Spirit's conviction as much. Also, while inmates are our primary mission, we do offer some special pastoral care to staff, as well. Serving inmates of other faiths is a unique challenge. It can be humbling, but it also really sharpens our sense of what is ultimate truth, what is important, and what is not worth contending about.

Chaplains are the front-line defenders of religious freedom. We love and live the First Amendment--our first freedom. Some are questioning the value of this cherished spiritual liberty. Some even say it is a cover for bigotry. As a Pentecostal preacher who freely hands prayer rugs to Muslims, meditation mats to Buddhists, and "Parenting Without God" books to Humanists, I reject that analysis. We facilitate the faith of others, and thus invest in our own right to worship God in spirit and in truth. May America never jettison its most precious pact with religious freedom.

CORRECTIONAL CHAPLAINCY

State and Local Prison Ministry



REQUIREMENTS:

- Minimum of Bachelor's degree required; M.Div. or its equivalent recommended.
- Successfully approved by the Board of Examiners.
- Credentialed by the Evangelical Congregational Church
- 2 years pastoral experience, including baptisms, communion services, weddings, funerals, and death notifications
- Willingness to provide and coordinate programs for inmates of all faiths
- Education as required by hiring agency
- Clinical Pastoral Education as required by hiring agency (4 units preferred)
- References including one from their District
- Background check
- Credit check
- Submit application to the E.C. Chaplaincy Committee
- Interview with the Chaplaincy Committee
- Approval by the Endorser

Ecclesiastical endorsement is the written acknowledgement by a faith group/denomination that an individual is in good standing and meets the qualifications for clergy credentials with their faith group/denomination. Generally speaking, major institutions, federal/state correctional systems, and healthcare facilities require that chaplains and pastoral counselors have the endorsement of their respective faith group/denomination

Personal Qualities:

- Have a strong faith
- Be empathetic, understanding and nonjudgmental
- Understand “foxhole religion”
- Ethical character



Religious ministry to the incarcerated is as old as incarceration itself. The Pastoral Activities program of most correctional facilities consists of staff chaplains and volunteers serving over 40 different religions routinely represented in the inmate population. While religious services are coordinated by the chaplains, they are presented by both chaplains and volunteers. In addition, other community groups and individuals assist with special services and seminars scheduled periodically at each complex.

Chaplains provide religious services, coordinate religious privilege accommodation and ensure that inmates are provided access to religious activities, materials, diets, and other legitimate tenets of their faith. Through personal contacts from chaplains, inmates are also provided the opportunity to connect with a community or religious leader willing to assist them upon release. Connections are facilitated by the chaplains and include telephone contacts, correspondence, and scheduling personal pastoral visits. Regularly scheduled worship/study opportunities are provided for religions represented in the inmate population based upon inmate requests and available time and space for services. Chaplains coordinate an average of about 3,000 services per month inside the prisons.

The Pastoral Activities program seeks to productively engage inmates in activities that provide opportunities for self-improvement, the pursuit of religious exercise and the observance of rituals.

Each correctional chaplain is also a representative of his or her faith community and is required to be endorsed by their denominational body in order to qualify as a chaplain. Correctional chaplains are **professionals**, with specialized training in the unique dynamics of the corrections world. Most serve as full-time correctional facility employees or part-time contract employees.

Studies have shown that inmates active in religious programming are less likely to be involved in negative behavior within the institution, profit from a spiritual support system during transition, and also develop skills that enhance their chance for long-term success in society.



Chaplains, in concert with other staff, contract service providers, volunteers, and community religious leaders provide worship, education, counseling, support and crisis intervention to accommodate the religious needs of a diverse inmate population. Pastoral care

and subject matter expertise, or other assistance, will be extended to staff as appropriate. Chaplains exercise their ministry without influencing prisoners or staff to change their religious preference or faith. Members conduct their ministry without communicating derogative attitudes toward other faiths.

DUTIES: The roles and functions of Correctional Chaplains will vary depending on the institutions and specific ministry settings in which they serve.

Qualified chaplains coordinate religious services within all Department of Corrections institutions. The role of the correctional chaplain is to:

- Coordinate all religious programming in their assigned unit(s)
- Manage volunteer involvement in religious programming
- Conduct religious services and meet with inmates for counseling
- Perform liturgical duties for their own denomination
- Respond to inmate requests for a variety of accommodations
- Schedule pastoral visits and counseling upon inmate's request
- Emergency notification of serious illness/death
- Marriage counseling
- Be knowledgeable of various faith practices, religious articles, religious diets and other standards.

- Train volunteers and coordinate their ministry.
- Confidentiality is a sacred trust to be respected. An exception may be made where the content of such communication reveals danger to staff or prisoners and the prisoner is informed of the need for disclosure.
- Maintain ties with your faith group/denomination.
- Cooperate with persons from other professional disciplines in the work environment.
- Promote the ministry and enlist prayer, financial and volunteer support by speaking to church and community groups.

Professional Organizations:

A. Association for Professional Chaplains, 2800 W. Higgins, Suite 295, Hoffman Estates, IL 61069
 Phone: 847-240-1014
 Email: info@professionalchaplains.org

B. National Certified Chaplains Association, Tripp Bible Institute, PO Box 1232, Marion, NC 28752-1232

C. American Correctional Chaplain Associations, Auburn Correctional Facility, Attn: ACCA Chaplains Office, 135 State St., Auburn, NY 13021
 Phone: 347-783-7684

D. International Network of Prison Ministries
www.prisonministry.net

Personal Reflections on Prison Chaplaincy **By Robert Fritz, Yokefellow Prison Ministries** **at Berks County Prison in Leesport, PA**

1. How did you learn about and get involved in ministry?

A Yokefellow member and member of our church told a group of us about Yoke fellowship and what they did at the prison for inmates. I was intrigued but having a small family at the time I discounted involvement.

Years later once our sons were grown, in 1996 I mentioned to my wife my interest and called the Yokefellow member to enquire of further details.

Soon thereafter I was put in touch with Berks County Chaplain Rev. John Rush. He handed me an application to volunteer. Filling it out while he waited, he then took the form for processing with the prison records department. Once I was approved I needed to go through orientation to become familiar with prison policies and rules and learn what to expect while inside the prison. The entire process took about a month.

I've been serving the Lord Jesus there now for 20 years (a 20-year sentence); the last six and half years I succeeded to become a volunteer chaplain.

2. How is prison ministry different from the pastorate?

Never having been a pastor, limits my answer, though for the fact that I have been blessed for 40 years of teaching Sunday school, being Lay Delegate 25 years, Lay Preacher for 10 years, and Prayer Leader for 5 years gives me some understanding of pastoral service.

In prison ministry, a volunteer must quickly learn never to get personally involved with any one inmate; it shows favoritism and sets you up for any number of dangerous situations and circumstances. It is always best to serve the group or individual in a group setting.

I had volunteered teaching a Bible study for a number of years at the Christian halfway house, New Person Ministries, and there too volunteers must always be prayerfully on guard of personal involvement.

3. What kinds of ministry do you actually do?

As a Yoke fellowship volunteer, we as a group meet Thursday evenings for prayer prior to proceeding to BCJ (Berks County Jail) to minister. Once there we divide two-by-two (if possible due to number of volunteers having turned out on a given evening) to minister in each of ten cell block units for about

one-and-a-half hours. Our lady members serve in the one women's unit.

Inmates in each unit volunteer to join with a Yoke fellowship small group gathering, praying together, then Bible discussion leads to Bible study (all done in accord as God the Holy Spirit leads). The idea is to create a friendly atmosphere of Christian fellowship so as to best help individuals feel free to share the truths of God's Word and tell how such truths affect all who are willing to share their personal experiences.

Volunteering as a chaplain I am enabled to do much the same except I am asked to visit with inmates who ask for chaplain counseling. All such ministry is carried out under strict and secure regulations to insure legality and safety.

4. How has it blessed you personally?

I am afforded in and through all ministries the ability to keep expectant and humble, hence growing in Christ's "way." Plus more and more enabled to be prayerfully thankful, even rejoicing, through His assistance, adding greatly to my given prison ministry, enhancing whatever our Lord Jesus has for me to be doing for His Name's sake.

I am seeking Him first before, during and through everything His directs me to be doing; knowing and utilizing His love, strength, joy and peace.

Therefore I am learning to be prayerful according to His will made plain from His Word, providing a good Christian foundation, the light of the Lord Jesus shining brighter and brighter (Proverbs 4:18) unto all whom my New Life in Christ touches. Especially to the wicked who are in total darkness, mentioned in Proverbs 4:19.

Presently I am enjoying this work, having been shown the necessity to be doing as John the Baptist spoke: "He must increase, while I must decrease." [John 3:30]

SECTION 5: HEALTHCARE CHAPLAINCY



A. Hospital Chaplaincy

A hospital chaplain provides spiritual support in the hospital environment to patients, hospital staff, and family members. In the case of hospitals affiliated with a specific religious denomination, such as Catholic hospitals, the chaplain usually represents the same denomination, while other hospitals can choose chaplains from a variety of backgrounds. Many hospitals stress that although their chaplains belong to specific religious groups, the spiritual services provided are interfaith, meaning that people of all religious faiths will be respected, and that additional religious officiants can be provided upon request.

Chaplains can be found working in a number of environments. They may be fully ordained, as in the case of priests, pastors, and rabbis or they may simply have received some training. Chaplaincy is often associated specifically with Christianity, but members of other faiths can and do act as chaplains.

In the case of a hospital chaplain, the chaplain works a shift in the hospital, often walking the halls to connect with people who might need spiritual support. He or she provides assistance for members of the staff who may be struggling with religious issues, and religious counseling is also offered to patients and family members. This person may lead religious services in the hospital's chapel or in patient rooms, and services such as Communion may also be offered.

Professional board-certified chaplains:

- Are the spiritual care specialists on the health care team as doctors and nurses focus on caring for the body, and as the recognition grows that whole-person care encompasses spirit, mind, and body
- Serve those who are ill, family and friend caregivers, and other health care professionals who deal every day with the stress of illness and loss
- Are trained to help people to identify and draw upon their sources of spiritual strength – regardless of religion or beliefs. As one very experienced professional chaplain says, “In our encounters with people in distress, we walk into some dark places and help bring in light.”



REQUIREMENTS:

- Acquire an undergraduate degree
- Acquire experience through volunteer programs
- Acquire an M.Div. degree from an accredited seminary
- Receive Clinical Pastoral Education.
- Seek certification by ACPCE or APC
- Complete a 2-year residency
- Find employment



TRAINING AND CERTIFICATION

- Health Care Chaplaincy Network- provides online certificate courses, CPE training, conferences and training workshops.
65 Broadway, 12th Floor, New York, NY 10006-2503
Phone: (212) 644-1111
www.Healthcarechaplaincy.org

B. HOSPICE CHAPLAIN

While advances in modern medical treatments and technologies are impressive, there are situations in which patients either cannot or will not pursue efforts to cure a life-limiting illness, disease or condition. Hospice is a specialized form of medical care that seeks to provide comfort and maintain a patient's quality of life (to the greatest extent possible) for those facing a life-limiting illness, disease or terminal condition.



Hospice care generally focuses on the overall or holistic well being of a patient by addressing not only his or her physical condition, but also any emotional, social and even spiritual/religious needs as death approaches.

In addition, hospice care can provide support, resources and information to a patient's family and loved ones during this difficult time -- particularly to a family member providing care giving to the patient -- as well as assistance after a hospice patient's death occurs.

It's important to understand that while hospice care does not seek a cure to a patient's life-limiting illness, disease or condition, hospice also does not hasten death or "help someone die." The overall mission of hospice care usually affirms life and considers death part of a natural process in order to help patients spend the remainder of their lives as fully and comfortably as possible.

Hospice care is typically provided in the patient's home but some patients might receive temporary inpatient care at a hospice facility. In addition, hospice care does not provide 24-hour, "round the clock" nursing care, so family members; hired caregivers or nursing home staff might provide care

giving services. Hospice care is appropriate when there is a life expectancy of six months or less.

Hospice chaplains are clergy who are specially trained to work in the clinical setting, caring for the spiritual needs of terminally ill patients. Currently, becoming a hospice chaplain does not require certification. In many hospice settings the individuals fulfilling the chaplaincy role are



called spiritual counselors. These can be paid positions and involve many of the same responsibilities undertaken by a chaplain in an institutional setting. The interfaith focus of those who participate in The Chaplaincy Institute programs make them ideal candidates for spiritual service in a hospice setting where patients and their families embrace a wide range of spiritual and religious paths and practices, or none at all.

REQUIREMENTS:

- Acquire an undergraduate degree
- Acquire experience through volunteer programs
- Acquire an M.Div. degree from an accredited seminary
- Receive Clinical Pastoral Education.
- Experience ministry in a hospital setting and with the dying.
- The Hospice chaplain's repertoire of skills needs to include the ability to do theological reflection, spiritual assessment, and the ability to help people change specific aspects of their feeling, thinking and acting.
- Chaplains need to be able to facilitate full and confidential expression of the patient's feelings, without diverting any attention to their own feelings. The responsibility for change is placed with the patient.
- Good judgment
- Patience
- Acceptance
- Social Skills
- Discretion
- Genuine interest in people
- Able to recognize their own limits



Job Description: Hospice chaplains provide spiritual support to terminally ill patients and their families. Chaplains generally work in hospitals, nursing homes and other health care facilities but may also visit patients in their homes. These professionals make spiritual assessments of patients, taking into account mental, emotional, physical and spiritual stresses, and respond with appropriate counseling and care.

Chaplains are members of an interdisciplinary team, which is a group of specialists and professionals that provides guidance and support. Accordingly, they assist the medical staff in developing an individualized plan of care for each patient. Individualized plans may include daily spiritual consultations and performance of sacraments.

DUTIES:

- Identify issues of concern
- Discover patient's religious history
- Pastoral dialogue with patient
- Reflective conversation about life story
- Spiritual reflection
- Affirm and sustain faith
- Increase sense of peace
- Conduct rituals
- Ministry of presence
- Prayer
- Reading scriptures
- Counsel family members
- Help patient find forgiveness

- Help patient conquer fear of death
- Help family members deal with grief

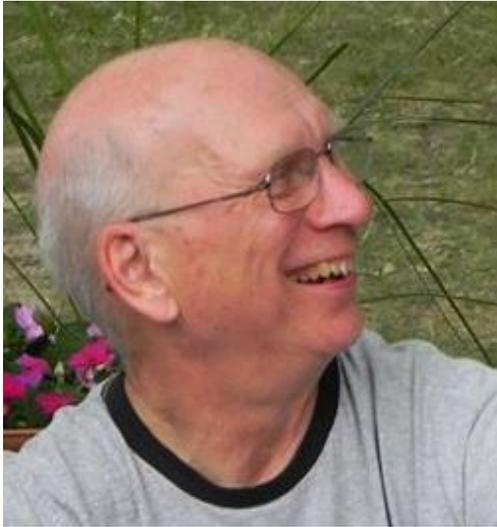
CERTIFICATION

Hospice chaplains are required to be **ordained ministers**

They should **obtain an endorsement** from their denominational Chaplain Endorser.

Hospice chaplains often need certification.

The Association of Professional Chaplains (2800 W. Higgins, Suite 295 | Hoffman Estates, IL 60169) provides qualified Board-Certified hospice chaplains that pass a specialty certification process with a Board Certified Chaplain designation (Board Certified Chaplain-Hospice/Palliative care Certified).



Personal Reflections on Hospice Chaplaincy

By retired E.C. pastor Ken Schmoyer, Rockford, IL who serves full-time with Hospice Care of America

How I got involved in hospice care chaplaincy?

It was an answer to prayer. I was praying for a part-time job opportunity, and out of the blue a fellow pastor friend called me to ask if I'd be willing to be a part-time hospice chaplain for the company where he worked. I felt it would be a great opportunity to be involved in our community in a unique way. When it came time to retire, it was a natural transition into doing this work full-time.

How does hospice chaplaincy differ from pastoral ministry?

Providing spiritual care to people facing the end of life and their families was always a part of pastoral ministry. However, in hospice care, pastoral care and bereavement care are the focus of the ministry. Teaching and counseling is more personalized and is within a relational setting as opposed to a formal presentation. In a crucial and stressful stage of life, presence is more effective than presentation.

What are the rewards of this ministry?

They are legion. That people open their lives and homes to us at such a significant time of their lives is humbling. We often come into their homes as strangers, but leave as family! When we are able to build relationships and have opportunities to bring God's presence and peace into their situation, it is rewarding. Patients and families have reconciled themselves with their terminal illness and eventual death. Patients being reconciled to God through Christ is the best! I've seen people turn to the Lord and find true peace before they died.

How has this chaplaincy made you a better minister?

I have learned how to identify specific ways to relate to people according to their needs, abilities, understanding, belief systems and desires, working in this clinical setting. I have learned to listen to where people are in their spiritual journey, understand their goals and desires as they process their thoughts and feelings regarding their physical decline and completion of life here in order to create goals of spiritual care and comfort we can work together to achieve.

Just knowing that people's lives are changed and touched by what we do is indeed satisfying and rewarding.



Personal Reflections on Hospice Chaplaincy
by Jordan Dollar,
a Cooperative Baptist Fellowship-endorsed
chaplain, currently serving with Seasons Hospice
and Palliative Care in St. Louis, MO.

How did you come to be a hospice chaplain?

I preached my first sermon when I was 14, felt a call to ministry at 15, and I spent the next seven years preparing to be a pastor. After seminary, hoping to jump start my career, I spent a year in a Clinical Pastoral Education, an intensive year-long residency in hospital chaplaincy. CPE was very hard for me, both personally and professionally, but even when I served as a pediatric trauma chaplain, there was something rewarding about it. When, after CPE, I got my first position as senior pastor I found myself volunteering as my town's fire department chaplain to help "scratch the itch" of chaplaincy a bit. When, after two years in the congregational setting I found myself really missing chaplaincy and needing more balance, I took a side job as an on-call chaplain at a local hospital system.

When, after three years I burned out, I took a position as a full time hospice chaplain.

What does a hospice chaplain do?

As a chaplain, I assess my patients to help discover what is important to them. In some cases this means making sure that the staff understands and honors the patient's spiritual traditions in the way they provide care. Other times I help my patients discover who and what it is important for them to make peace with and find closure. Every day I go visit with people who want someone to talk to because they're lonely, because they're trying to find meaning in their current experience or life up to this point, or because they're not sure what to do next.

My evaluation of hospice chaplaincy:

Are there times when I am sad? Absolutely.

Do some losses sting deeply? Yes.

Are there some patients I fail to connect with? Daily.

Is there anything else I would rather do? No.

Where else can I spend my entire day visiting with people who are so willing to talk so openly with me? It's not going to be right for every person who has heard the call to ministry, but it is the perfect place for me.

B. Mental Health Chaplaincy

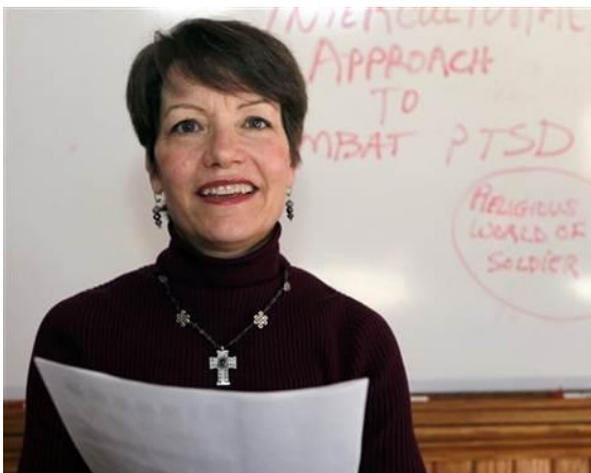
Mental health chaplains have worked with youth who have been tossed out of their homes and young adults who have aged-out of foster care. They work with those who have experienced profound trauma due to violence, abuse or neglect. They work with those who are deeply depressed, struggling with bi-polar disorder or experiencing hallucinations. They work with persons weighed down by drug or alcohol use. Mental health chaplains deal with people who have schizophrenia, Post Traumatic Stress Disorder, autism, anxiety, bipolar disorder and more.



A mental health chaplain, with pastoral care as her purpose, works to help patients discover meaning in their lives — meaning even within their illness — and to be alongside them as they ask the questions 'why me?' or 'what have I done to deserve this?', vent anger at the God they doubt exists and reflect on their lifestyle or share past hurts. For those experiencing acute or enduring mental

health problems, pastoral care, on its own, may not be sufficient.

The mental health chaplain, however, when accepted as a member of the care team, is able — because of his or her presence in the worlds of both spirituality and pastoral care and of mental health care — not only to contribute the pastoral care dimension to mental health care, but also to take an understanding of mental illness and mental health care into the local churches and other faith groups in which he or she is also accepted.



Not only is it important that the mental health chaplain is trained and experienced in both pastoral care and mental health care, but it is necessary also that he or she is self-aware enough to understand his or her motivation — with its personal, emotional and spiritual dimensions — and at ease with his or her own beliefs and theological understanding. The latter is essential if the chaplain is to be able to work constructively with

patients of any faith, or of none, and to discuss mental health issues appropriately with members of the whole range of faith communities found in the nation today.

A professional agency or association establishes the criteria for hiring/accepting a chaplain. The Chaplaincy Committee endorses the chaplain to the agency or professional association.

Mental Health Chaplains may serve in a number of institutions: hospitals, counseling practices, military chaplaincy, Veterans Administration, schools and colleges, mental health clinics, nursing homes, hospice care, and programs for the elderly or homeless.

Methods:

1. Familiarization with the patient
2. Assessment of mental status, crisis, depression, substance abuse, suicidal tendencies, violent tendencies, etc.
3. Cooperation with Mental Health Providers, other health care workers, emergency responders, hospital or prison staff
4. Continued training and professional development
5. Scripture reading, prayer, pastoral care, listening
6. Address ultimate values and absolute truth
7. Affirmation of redemption and healing through the Gospel

TRAINING:

1. **Clinical Pastoral Education.** In the United States, health care chaplains who are board-certified have completed a minimum of four units of Clinical Pastoral Education training through The American Association of Pastoral Counselors, Association for Clinical Pastoral Education, Healthcare Chaplains Ministry Association, The Institute for Clinical Pastoral Training, or The College of Pastoral Supervision and Psychotherapy and may be certified by one of the following organizations: The American Association of Pastoral Counselors, The Association of Professional Chaplains, The National Association of Catholic Chaplains, Neshama: Association of Jewish Chaplains (formerly The National Association of Jewish Chaplains), The Association of Certified Christian Chaplains, or The College of Pastoral Supervision and Psychotherapy. Certification typically requires a Masters of Divinity degree (or its equivalent), faith group ordination or commissioning, faith group endorsement, and four units (1600 hours) of Clinical Pastoral Education (the Military Chaplains Association of the United States of America does require more, but they are a DOD2088 501c-3 military support group founded in 1954 by Military Chaplains).

2. For Department of Defense and VA Chaplains:

The Mental Health Integration for Chaplain Services (MHICS) program is a one-year training that aims to better equip chaplains in the provision of care to Veterans and Service members with mental health problems. The MHICS training is comprised of three 12-week courses. Each course is comprised of five distance modules and one face-to-face training. Distance modules typically include three 50-60-minute video didactics, readings, and a regularly scheduled 90-minute small-group consultation call using video conferencing. Each distance module can be completed at any time during a two-week span (we request completing work prior to the consultation call in the 2nd week), with modules taking an estimated time of 8-12 hours each to complete. While the majority of the MHICS training is accomplished through distance learning modalities, each of the three courses also includes a 2.5-day face-to-face training intensive.

3. For pastors and the faith community:

A series of videos is available on YouTube produced by the Veterans Administration. They are designed to help clergy and faith communities care for and support Veterans and persons with emotional and mental health struggles. They can be accessed from the following site:

<http://www.mirecc.va.gov/mentalhealthandchaplaincy/community.asp>

C. Retirement Community and Nursing Home Chaplaincy

Ministering to the spiritual needs of all residents, regardless of their church affiliation, the Retirement Community Chaplains help fulfill the overall mission of the retirement community of enriching lives through quality service and Christian care.



The Retirement Community is committed to the health of body, mind and spirit. The chaplain plays the primary role in this commitment to caring for the spiritual needs of the senior community. Spiritual care aims to assist individuals find meaning and purpose in life, access inner resources to hope for favorable outcomes while coping with

present realities, and develop meaningful relationships with God and others. Chaplains reinforce the significant role that religion and spirituality play in how people cope with illness and recover health. They create an ethos of reconciliation, redemption and restoration through faith in Jesus Christ. Chaplains serve as members of the interdisciplinary resident care teams. They participate in care conferences offering perspectives on the spiritual health of residents and family members.

The Chaplain is expected:

- To be theologically and clinically educated to provide spiritual care to individuals from diverse faith traditions.
- To use the tools traditionally associated with spiritual care such as prayer, scripture reading, religious rituals, physical presence, therapeutic listening, and comforting.
- To have an awareness of psychosocial and behavioral theories and how they apply to health, illness and loss in older adults.
- To gather and evaluate relevant data pertinent to the resident's situation and/or bio-psycho-social-spiritual/religious health.
- To understand the unique joys and physical and emotional concerns of aging adults.
- To understand the organization and structure of the healthcare environment particularly in long-term care and assisted living facilities.
- To supplement and support residents' home church ministries

- To understand the concerns of the spirit and minister in such a way that the residents can know the hope and faith that allows a celebration of life
- To make provision to serve the spiritual needs of all the residents respecting and providing culturally competent resident-centered care.
- To document information into the resident's service record or medical record that is relevant to the resident's medical, psycho-social and spiritual/religious goals of care.
- To adhere to the Common Code of Ethics, which guides decision making and professional behavior.



The Chaplain provides full-time chaplaincy ministry to all residents in many ways:

- Planning and Leading Sunday ecumenical worship services
- Administering the Lord's Supper
- Conducting Bible studies
- Leading devotions
- Provide spiritual, and Biblical counseling and guidance
- Visiting residents through one-on-one visits, building trust and confidence and maintaining confidentiality
- Empathetic listening
- Visiting residents in the hospital
- Acting as liaison between residents and representatives of the resident's home church
- Ministering to staff and their families
- Available for crisis events and emergency situations
- Attending to residents and their families during the end of life process, funerals and celebrations of life, providing bereavement and grief counseling

THE CREDENTIALS OF THE BOARD CERTIFIED CHAPLAIN

According to the Common Standards of Professional Chaplaincy, any board certified chaplain will have the following basic qualifications and accountabilities:

- Obtained a bachelor's degree from a college or university that is appropriately accredited.
- Obtained an appropriately accredited master's degree in theological studies or its equivalent.
- Be ordained, commissioned or similarly recognized by an appropriate religious authority according to the standard practice and policy of that authority.
- Completed four units (1,600 hours) of clinical pastoral education (CPE) as accredited by the Association for Clinical Pastoral Education (ACPE), National Association of Catholic Chaplains (NACC) or the Canadian Association for Spiritual Care (CASC/ACSS); one of these units may be an equivalency.
- A minimum of one year full-time chaplaincy experience upon completion of four CPE units.
- Current endorsement by a recognized religious faith group for ministry as a chaplain.
- Demonstrated competency in areas of chaplaincy care, as outlined by the Common Standards for Professional Chaplaincy.
- Remain accountable to the endorsing faith group, employer and certifying body.
- Affirm and practice chaplaincy according to the *Common Code of Ethics*.
- Maintain membership in a certifying body by participating in a peer review every five years, documenting at least 50 hours of continuing education each year and providing documentation of endorsement with her/his faith tradition every five years.

SECTION 6: EMERGENCY SERVICES- POLICE AND FIRE CHAPLAINCY

LAW ENFORCEMENT CHAPLAINCY

Police chaplains serve in a wide variety of ways. They may be called upon to assist in death notifications, assist and support victims in times of crisis, respond to suicide incidents, and serve as part of a crisis response team. They visit sick or injured personnel, are a resource for counseling for members of the agency and their families, and serve as a liaison with other clergy in the community. They are called upon to deliver the invocation or benediction at public ceremonies as representatives of the police department. They also are on hand to serve inside the police department.

Law enforcement officers know: "...police work is underappreciated, and can rapidly shift from long periods of boredom to moments of genuine fear. Having someone on your team to talk to about this, not as a fellow cop but as a genuine listener, is invaluable."

Having a chaplain simply drop by the department on occasion and, as Rev. Bangle puts it, "loiter with intent" for a little while, can gently open the door to needed communication.

The position of police chaplain is typically a special, non-certified position that carries no law enforcement powers, but does require that person have or develop an unique understanding of police work and the challenges law enforcement officers and their families face on a daily basis. This understanding enables them to be a very effective part of the department, assisting inside and outside the patrol car.



DUTIES: The role of police chaplain can be a very demanding position as their services can be requested at all hours of the night, under all kinds of conditions. They are bound by the same ethics as law enforcement officers, especially when it comes to confidentiality, as well as by departmental policies and procedures.

More important than having a police chaplain is having the right chaplain. One size does not fit all; just because an individual may be a minister or pastor of a church does not mean that they are the right person to serve as a department's chaplain. Applicants for the position must be carefully screened and interviewed, as you would any prospective member of your department. Additionally, there are some serious choices that must be made, and important questions asked. The position requires a very special man or woman; the individual must be willing to be carefully screened before being appointed, the position (as in my department) is likely unpaid, and the work can be extremely unglamorous and boring (just like police work). The police chaplain serves as a very visible embodiment of the department's ethics, and may serve as a representative of the department at public functions. Accordingly, the selected individual must be someone who will fit the needs, culture and image of the department.

As noted by the International Conference of Police Chaplains, the position and function of a police chaplain differs from that of a pastor. Their role is to serve, not preach — it is a ministry of presence. Police chaplains, just like



military chaplains, must be able to deal with a variety of people with different faith backgrounds, as well as people without faith backgrounds. There is a difference between being a pastor and being a chaplain. A pastor takes an active role in people's faith life development, while a chaplain supports people where they are at that moment.

This leads to a major decision that must be made by the agency head, and may lead to a question that must be asked of candidates. There has been a fair amount of controversy and debate in recent years regarding public prayers by police chaplains, and how those

prayers are worded and closed. When the head of a state police agency directed the agency's chaplains, while serving in their official capacity as agency chaplains, to refrain from sectarian wording of prayers at public events, many of the Christian chaplains objected strenuously, and some resigned their chaplaincy.

They clearly saw no conflict with presenting themselves as a representative of the agency and putting forth a specific theological doctrine. Other agencies' chaplains chose to utilize a more inclusive wording.



How to fit in: The agency head will need to decide what the appropriate attire will be for the chaplains. In one agency, police chaplains have a badge and an identification card identifying them as such, but they are not in uniform. The badge is one that they can wear on a chain around their neck that serves to identify them as being authorized to be at the emergency to which they've been called. It is modeled after an officer's badge, identifying the department and state, with "Chaplain" in place of "officer." The chaplain's badge is silver like the Patrol Officers', not gold like the supervisors. This further helps to identify the chaplains as members of the rank and file, not the administration.

Chaplains are sworn in using the same oath of office as the rest of the department, and are bound by the same Policy and Procedure manual as the Officers in terms of confidentiality, ethics and protocols. They are included in general departmental emails, and are invited to departmental meetings and special events. They also have an open invitation to ride with an Officer at any time, following the same guidelines as a civilian ride-along.

Professional Organizations

There are several different organizations for law enforcement chaplains, including the **International Conference of Police Chaplains**. Membership comes with a certificate, ID card, window decal and windshield placard, along with connection to a large network of other men and women who are serving in a like capacity.

Having a chaplain in your department can be an incredibly valuable resource for all its members, from rookie to veteran, auxiliary to chief. I've found them to be of tremendous help, not just when it hits the fan on the street,

but also when the emotional checkbook gets overdrawn in the quiet of the squad car or office.

Pennsylvania State Police



The Pennsylvania State Police (PSP) Chaplaincy Program offers spiritual support and assistance to all Department personnel and their families. The chaplains' support includes encouraging, listening and comforting anyone needing assistance with spiritual issues. Chaplains, if requested, can visit sick or injured Department personnel or family members at medical facilities or their residences.

Chaplains must learn when to respond and when to get out of the way of the officers.

Chaplains, like Peer Contacts, are bound by **Confidentiality**. The Confidentiality privilege must be motivated by a spiritual or penitential nature (Chaplains, in the course of their duty, cannot divulge information that they have acquired from any person, or be compelled to, without consent of such person(s), disclose information told in confidence). Also, like Peer Contacts, you may talk to the Chaplain of your choice anywhere in the Commonwealth.

Duties state police chaplains provide may include:

- Assist at suicide incidents
- Assist in making death notifications and funerals- for officers, civilian workers, victims' families, and officers' families
- Assist with transients and the homeless
- Counsel law enforcement officers and their families
- Counsel the local law enforcement community
- Counsel officers in areas such as stress management, post-shooting, burnout
- Counsel other members of a department
- Counsel the families of law enforcement officers and other department personnel
- Respond to religious questions
- Offer prayer at special occasions such as recruit graduations, awards ceremonies
- Provide assistance to victims

- Provide for the spiritual needs of prisoners as requested
- Provide guidance should a line-of-duty death occur within the department or community
- Serve as liaison with other clergy in the community
- Serve on a department's Crisis Response Team



- Offer workshops in areas such as stress management, ethics, family life and pre-retirement classes
- Visit sick or injured officers and departmental personnel in homes and hospitals
- Ministry of presence in the State Police stations, being available to personnel
- Perform weddings for police personnel

Chaplains are available 24 hours a day, 7 days a week when assistance is needed. Their names, locations, and telephone numbers can be found on the I-net homepage. You may also contact the MAP main office or your nearest Regional Peer Coordinator to find a Chaplain in your area.

As a spiritual resource, the Chaplain Program has enhanced MAP's advocacy of caring for the mental and emotional well being of all PSP personnel and their families.

A chaplain must go through an intense interview and **training process** before becoming a PSP Chaplain to ensure we have qualified clergy to assist our personnel. Today, there are about 63 state police chaplains, trained in police protocols and procedure, scattered across the state, tasked to serve those who serve and protect.

Clergy wishing to become PSP Chaplains should contact the Member Assistance Program Main Office at our toll-free number, 1-877-709-7674.

COMMENTS AND INSIGHTS:

"I appreciate the relationship development over time with members and civilian workers within the PSP. When you begin to visit with a PSP station, most conversations are the chaplain asking questions to gain information from members; as time has marched on, most conversations are dialog -- members asking me how I am doing, how is my family, how are my activities . . . etc. It is a picture of acceptance and trust."



"Chaplaincy is an opportunity to go into a local station uninvited, to begin relationship with individuals who never requested to be in relationship with you. With prayer, consistency, perseverance, sensitivity, kindness and a willingness to listen and be available, the slow process of trust development begins. In the end, it is worth it -- the humbleness of being accepted into the brotherhood & sisterhood of the Pennsylvania State Police."

- Mark Brooks – Pennsylvania State Police Chaplain at Frackville, Jonestown and Schuylkill Haven, (Troop L)

Reflections on Emergency Services Chaplaincy

By Chaplain Allen L. Kline. CMC, APD; PSP; UMTPD



Police Chaplaincy, as well as all civilian chaplaincy programs, is an extension of the parish ministry. The Chaplain is the visible presence of God in a crisis situation or a counseling ministry.

As a police chaplain there are some differences from the health care Chaplain and other chaplain ministries. Police Chaplaincy has been a challenge to my ministry in several ways. First, has been the issue of “breaking into the fraternity—the blue wall” of police officers. Second, is the challenge of ministering in a non-sectarian, yet theologically honest way being aware of great diversity in the people both sworn and civilian to whom we minister.

Our first response is to officers, their families and department personnel. Second, we minister to victims and their families both emotionally and spiritually and often minister to both groups in the same incident.

It all began with a Fire Chief asking me to respond when a fire call came in, because I lived within 100 yards of the fire station. (In every case I became involved with a Department because I was asked by the Chief to be a Chaplain.) A church relocation ended that relationship rather quickly and it was a few years before the call came again. That happened when the Chief of Police, who was a member of the church I was serving, one day called me saying he needed me at a fatal car accident as soon as possible. The victim was a member of my church. I had a relationship with him after that and when he died of natural causes, I had his funeral – my first experience with a law-enforcement funeral. Another relocation and a call from the Chief of Police for pastors to be Chaplains for his City Police Department led to my next involvement. I responded, along with 14 other clergy, and in 1987 12 of us were sworn in by the Mayor of the City. By the end of one year I was the only Chaplain left and the Police Captain who was my liaison at that time called me in to say that if the Chaplain Program was to succeed it would depend on me leading it. Within a year we had recruited 9 Chaplains from various religious backgrounds. The only missing group was Roman Catholic. Their Bishop at that time would not allow them to be involved and said if we need a Roman Catholic Chaplain to call the Sacred Heart Hospital.

I began training through the International Conference of Police Chaplains in 1988 and have served in various leadership roles with the ICPC both locally

as a State Representative, a Regional Director (Region 5- Maine to Maryland) and internationally on the Board of Directors.

My current status is that of Certified Master Chaplain with over 60 CEU's of training. Over the years I have served with the FBI Philadelphia Division (22 yrs-retired '92-2014); Pennsylvania State Police (15 yrs.) the Federal Aviation Administration (LVIA,'92-'95) Allentown City P D, (30 yrs. Currently Chaplain Leader); Bangor PA.P D ('75-'80) and Upper Macungie Township Police Department (3 yrs) to date.

Chaplaincy is more a comfort/counseling/crisis ministry than Church Pastoral ministry. One must be aware of individual beliefs that may not be our beliefs and yet provide hope and comfort in times of stress. Most of the involvement with police has been around traumatic incidents, where people are distraught for one reason or another. It may be a brief involvement or an extended time. I have had one hour involvements and as long as 10 days of working with people due to one incident!

Another aspect to this ministry is the ceremonial part where one is involved in Commendation, graduation, funeral and memorial ceremonies. On occasion a Chaplain may be called on for a wedding or baptism or other sacred functions for police officers and their families.

I also work with the state of Pennsylvania and the regional FEMA when natural disasters occur, and have state training in this area. The ability to bring a sense of calm into turmoil and seeing people make adjustments to horrific situations gives me satisfaction to know that people are being helped when they most need it. I often go into a situation with uncertainty, but know that there is One with me giving guidance and direction when needed. I have also seen the effect a Chaplain has on a rioting or unruly crowd. Some police chaplains are now in schools along with resource officers and are seeing a positive effect on students and a reduction of violence.

For those wanting to start a Chaplaincy program, the ICPC has guidelines on its website.

FIRE DEPARTMENT MINISTRY AND CHAPLAINCY

Every day, people call on the local fire department for help. The calls range from simple brush fires, to auto accidents with entrapment, to structure fires with children inside. The victims include the very young to the very old. The dangers the firefighter faces could bring about the loss of his own life. Seeing death and physical injuries often produce feelings of guilt or helplessness. This stress is reflected in the firefighter's family life and job performance. In this setting, the need for a chaplain is evident. The administration, firefighters, paramedics, support staff, victims and victim's families daily experience crises in one way or another. A volunteer chaplain can help them handle the crises.



The steps for beginning a fire chaplaincy are as follows:

- Schedule a meeting with the fire chief.
- Determine what needs are not presently being met.
- Share programs and services with the chief which the chaplain could implement.
- Recruit and train chaplains and volunteers for the program outlined.
- Set a starting time for the chaplaincy program to start.
- Implement the chaplaincy program.
- Re-evaluate the program needs at least every six months.

Job Description:

- **EMERGENCY SITUATIONS:** The chaplain responds to all major fire calls to aid the fire personnel and to help with panic situations involving civilians. He assists the victims of the tragedy in receiving aid from community help organizations. He informs the chief of those who have over extended themselves.



- **INJURY/DEATH NOTIFICATION:** A fire department chaplain tends to be the person who notifies the family of an injured or killed firefighter. The chaplain takes the family to the hospital or morgue and stays with the family until others arrive to help. When necessary, chaplains help make funeral arrangements, such as by calling a funeral home or getting in touch with other friends and family members. They may stay in touch with these families for months or even years. The chaplain assists in the notification of families when firefighters receive serious injury. The chaplain visits fire personnel and family members when hospitalized.
- **COUNSELING SERVICES:** The chaplain provides guidance and counseling for fire personnel with personal, family and job-related problems. Most chaplains aren't priests and don't take confession or offer last rites, but they can talk to fire department personnel about things that are bothering them. Also, chaplains can offer marriage and pre-marital counseling to fire department staff members and their spouses or fiancés. Chaplains also offer grief counseling to the families of firefighters killed in the line of duty.
- **AVAILABILITY:** The chaplain is available to all fire personnel. Any contact with the chaplain is strictly on a confidential basis and will not be released to department members or any other person. A firefighter may go to the chaplain without having to notify his or her supervisor.

- **FUNCTIONS:** The chaplain will conduct weddings, religious activities, and funeral/memorial services. He attends graduations, award ceremonies, and social events and participates when requested. He should represent the chief of the department when asked. The chaplain also acts as a liaison between the department and the religious leaders in the community.
- **RELIGIOUS SERVICES:** The chaplain will conduct worship services, Bible studies or support groups as needed.

TRAINING FOR THE CHAPLAIN: Each fire department has slightly different requirements, but most require basic firefighter training. The chaplain should understand how a crew attacks a fire and why it's done in a certain way. He or she should know something about what paramedics do when working on a victim. Knowledge of stress, stress relief, and critical incident stress debriefing is necessary. The chaplain would also understand how his religious faith fits into his work and the firefighter's work.



HOW THE CHAPLAIN FITS INTO THE DEPARTMENT: The chaplain usually answers to the fire chief. Turnout gear is issued to the chaplain which allows him near the scene when necessary. Badges and other identification allow access through security lines. A pager and/or radio are needed to notify the chaplain when needed. Permission to ride with the crews and visit the firefighters at the stations helps the chaplain understand the firefighter's job better. Being with the crews allows the chaplain the opportunity to build relationships with the fire personnel.

The ministry of a fire chaplain is rewarding. Helping those who help others is challenging and fulfilling. The fire chaplain builds bridges of friendship between firefighters, their families, and the community. He shares the love of God in many situations, brings hope in times of despair, "to give them beauty for ashes" (Isa. 61:1-3)

No Ecclesiastical Endorsement is required by the E.C. Church for part-time local fire department chaplaincy. Fire Chaplains should be credentialed pastors with at least two years ministry experience, including funerals, death notifications, weddings and baptisms. Clinical pastoral education (CPE) will be a positive help or any chaplain.

Fire Chaplain Training

1. The official Federation of Fire Chaplain's Fire Chaplain Institute Training Manual is now available! This manual contains all of the information from the Basic Chaplain Institute course **PLUS** many chapters of Advanced Chaplain material. This book is a representation of knowledge and experience currently within the FFC, but is not stagnant work. Your purchase will include updates with additional chapters as available until a complete new edition is published. These updates will be made available in the members section of the website.
2. The FFC Training Manual is available in two formats; 3-Ring Binder or USB. The cost of the printed training manual is \$60.00 plus \$10.00 shipping. The cost of the USB version is \$30.00 plus \$5.00 shipping. Pay by check to Federation of Fire Chaplains, P.O. Box 437, Meridian, TX 76665.
3. An Emergency Services Chaplain Handbook can be found at <http://www.chaplaincy.us/handbook.pdf>
4. A Chaplain's Manual for Fire Department Funerals can be found at <http://www.firehero.org/wp-content/uploads/2014/05/chaplainsmanual.pdf>

Organizations:

- **International Fellowship of Chaplains**- a non-profit, organization providing training, recognition, certification, and information in the varied areas of chaplaincy. IFOC, P.O. Box 5488, Hudson, FL 34667
- **Federation of Fire Chaplains**- The Federation of Fire Chaplains is incorporated as a nonprofit, professional organization by the "Articles of Incorporation" dated June 15, 1992. The purpose of this organization is to bring together individuals and groups who are interested in providing effective chaplaincies for fire & rescue service organizations. To fulfill this purpose the Federation and its members exchange and share ideas and concerns that influence the quality of life of all members of the fire service and their families. These shared ideas and concerns should encourage and assist each one to develop the most noble of all human characteristics, service to others and to God, our Supreme Chief. FFC, P.O. Box 437, Meridian, Texas 76665

Reflections on Fire Department Chaplaincy

Rev. William Stoffel, Lawn EC Church

How did you become a fire department chaplain?

I was approached by a local fire company's president, who also attends the church I serve, to fill a soon-to-be-vacated position of chaplain in a small volunteer fire and ambulance company. I said yes.

What training did you receive?

I did not get to speak to any of the former chaplains about the duties of this position before taking over the assignment. I talked to a few neighboring fire companies with chaplains, and got some help from several replies I got. I got some help from other pastors who serve as chaplains and from researching the topic on the internet. Training is hard to find.

How do you compare chaplaincy to pastoring?

There are some similarities: People still have their needs and problems. The place or setting may change, but bad things happen to all people in every station in life. They can become mentally confused, have their faith rocked or fall into a depression by what they see at an accident or the aftermath of a devastating fire. Even fire responders can have negative emotional responses to tragedy.

Even firefighters who don't attend church can consider themselves religious.

How do you form relationships with firefighters?

I have the opportunity to talk to many of those who serve as chaplains in our village and in the township area. I often have time to talk to them before and after monthly meetings at the firehouse. I occasionally have the chance to talk with their families.

I try to listen to all. I try to steer people toward a self-analysis and help them plan future actions. I guide, sit with, pray for and console any and all who request it.

How have you been blessed in this ministry?

I have enjoyed building relationships and deep friendships as I meet people in my different roles in the community. I feel that showing an interest in people's welfare allows me to make an impact for God in the place where he has put me during the time he allows.

SECTION 7: CORPORATE CHAPLAINCY

Workplace chaplains can be found at more than 1,000 companies in the U.S. and Canada. These chaplains are a rising regiment of corporate America's human-resources army, as employers have found that a pastoral touch is often more appealing to workers than an impersonal hotline of the sort included in many benefits packages.



A 2008 study by the Families and Work Institute found that more than 97 percent of companies with payrolls larger than 5,000 offer employee assistance programs, with anonymous counseling and referrals available by phone. Yet employees are “dramatically” more likely to use workplace chaplains.

At many companies the chaplains are in-house, their salaries paid by the boss. R.J. Reynolds Tobacco hired its first “pastoral counselor” in 1949 and kept the program through the 1990s. Tyson Foods, the Arkansas-based conglomerate, employs 120 chaplains. But the recent growth is driven by chaplaincy agencies.

Marketplace, founded in Dallas in 1984, supplies chaplains to businesses on a contract basis. Marketplace employs 2,700 chaplains, up 50 percent since 2005. Its part-time chaplains serve 500 companies, including Pilgrim's, the U.S. branch of the world's second-largest chicken producer, and McDonald's.



Corporate Chaplains of America, in Wake Forest, N.C., hires full-time chaplains to serve 760 businesses across the country. Its corps grew 20 percent last year alone.

At these, the two largest nonprofit agencies, the chaplains are evangelical Christians. Employees say they appreciate, or at least aren't offended by, the chaplains, who are usually ordained ministers. And employers like the regular reports chaplains provide, which can reveal the level of employees' concerns about everything from salaries and overtime to troubles at home. The chaplains help productivity—that's another reason company executives who have hired chaplains are often ecstatic. Because chaplains are proactive, doing outreach rather than waiting for complaints to filter up, they hear more, and sooner, than do typical human resources professionals. Of course, bosses don't hire chaplains to act as employee advocates. If anything, chaplains are supposed to help companies avoid conflict and keep everyone happy. Hiring chaplains is one way to show that the boss cares about his/her personnel.

Chaplains haven't replaced human resources departments; rather, it's often HR leaders who invite chaplains to work alongside them. Miller says chaplaincy is a natural extension of HR. HR offices all say we are now treating people holistically. They want people to bring their whole self to work. Bringing one's whole self to work means bringing religion, too.

While Marketplace says its chaplains observe a code of **strict confidence**, there are exceptions. They are legally mandated to report certain types of information, such as when an employee threatens to harm herself or others or reveals a case of child abuse. Marketplace does not let women minister to men or vice versa. Separate chaplains are assigned for gents and for ladies.

Training: The company doesn't do much training; it hires people who have gone to seminary or Bible college. They receive two half-days of online classes, followed by periodic continuing education.

Corporate Chaplains of America, 1300 Corporate Chaplain Dr., Wake Forest, NC 27587, 919-570-0700
www.chaplain.org

Marketplace Chaplains, 2001 W. Plano Parkway, Suite 3200, Plano, TX 75075, 1-800-775-7657
www.mchapusa.com

SECTION 8: EDUCATIONAL CHAPLAINCY

Private School and College/University Chaplains

School chaplains are a fixture in religious and, more recently, secular schools. In religious schools the role of the chaplain tends to be educational and liturgical. In secular schools the role of the chaplain tends to be that of a mentor and a provider of pastoral care services. Chaplains provide care for students by supporting them during times of crisis or need. Many chaplains run programs to promote the welfare of students, staff and parents including programs to help students deal with grief, anger or depression. Chaplains also build relationships with students by participating in extracurricular activities such as breakfast programs, lunchtime groups and sports groups. Chaplains often also oversee programs on campus that foster spiritual, ethical, religious, and political and cultural exchange, and the promotion of service.



College Campus Prayer Chapel

For higher education, chaplains are hired by many colleges and universities, sometimes working directly for the institution, and sometimes as representatives of separate organizations that specifically work to support students. In the United States, the National Association of College and University Chaplains works to support the efforts of many of these chaplains, helping chaplains minister to the individual faith of students, faculty, and staff, while promoting inter-religious understanding.

Requirements:

- Undergraduate degree
- Masters of Divinity degree
- Pastoral experience or Youth ministry experience
- Endorsement by the denomination

- Background checks may be required
- A calling to serve students in the academic realm
- Be non-judgmental and understanding
- Be a good communicator
- Relevant and understanding the culture

Get to know your school.

Part of your task will be getting to know the school in which you are working, including those parts of it you are not likely to encounter in your normal routine. That means relationship building with individuals. It also means getting to know the institution. What is the institutional culture? What is its mission? What are its values? How are decisions made? What are the key committees? What does it teach? What areas of research is it involved in? Try to answer those questions as you move around the University, and add other questions of your own which you think you need to address as you get to know the place and the people.

Most schools now have mission and value statements which should be readily available on web sites and around the institution. If not, ask for a copy. Have a good look at what they say. You might want to compare them with what other Universities say. What is your theological assessment of what the University says about itself? Are there points in the statements which might be useful to you as a chaplain, perhaps things you could refer to in developing your own agenda? Are there things you are not comfortable with? As you get to know the University better, you might want to ask at what points the University lives up to its mission and values, and where it does not. At its heart the University is an educational institution. What is its understanding of education is one thing to think about. Look carefully at what areas your University teaches and/or does research in. You might want to visit the departments. Before you visit, spend time looking at Departmental web sites and literature. Get yourself engaged with it before you go. Showing you care about the work being done is vitally important, which does not mean pretending you understand what you do not. Proper care and interest create the possibility of further contact, which may be more focused, including chaplaincy making a contribution to the curriculum. Also investigate the relationship between the school and the community. The chaplain is often one link between the University and the local community. There may be something about that in your job description or other documents which set out the work of the chaplaincy. What links does your University have with the local community? What links does the chaplaincy have? Are there denominational, ecumenical, inter-faith, para-church links which either exist or need establishing?

Who makes up the school? What is the make-up of the student body and the staff? You will decide what you need to know in this area. Some things which people often ask are:

What is the ethnic make up? Which religions are represented and in what numbers? How many students are 'mature' (i.e. older than 21)? How many students and staff are part-time and how many full-time? Amongst staff, how many are academic and how many support staff? Which staff work directly for the University and which for other companies but on campus? How many international students are there and where do they come from? How many students live in Halls of Residence, how many in other accommodation and how many at home?

Your place in the school



Different chaplaincies and chaplains have different relationships to the University. There may be a written job description for the chaplain. Does the school have any management responsibility for the chaplaincy? Does it regulate, evaluate or assess your work? Are you linked in any way to one particular department in the University (Student

Services is a common one, but not always ideal). Is the chaplaincy a partnership between the Church and the University? Are there any documents which set out what the relationship is?

If you are part of a University Department, map out how that department works. Who is its head? Are you line-managed by him/her? Who else is in the team? Note their names and roles or areas of responsibility. Think about how you fit into this group.

Alongside the formal relationships, there are informal ones. Who are the key people you need to get to know and cultivate a relationship with in order to achieve your goals? What are the key committees you need to cultivate a relationship with? Where are the places you need to be to get known and develop relationships?

Know what the worldview(s) of the school and its leadership are. You probably don't want to buck up against the official policies and belief systems of the school or its leaders.

Your Job

It would be possible to hide away in an office somewhere and, who knows, some day someone may knock on your door. Generally, effective chaplaincy requires being proactive and it involves being known. Map out the campus. Have a walk round. Go round another way. Go at different times, including early in a morning as staff are coming in and even earlier in a morning as students are going home! Where do people meet? When? Which corridors are busy at what times? Who really knows what is going on here? You are probably one of the few people to move round the whole institution. You have a privileged view of it.

Have a virtual presence also. Web pages, blogs, twitter, facebook, texting ... what is it students are using this week and are you on it? You also have a ministry to teaching staff and support staff, whether formally or informally.

You may be asked or required to preside at chapel services for faculty and staff on a regular schedule. You may also be asked to coordinate space and time requirements for representatives of other religious organizations who minister on campus.

You may need to advise the President and other administration on issues of religion, special needs and requirements of particular religions, holidays, morality, ethics, or other related issues.

Your job is to represent your denomination, to be who you are, but you may also be required to minister to students and faculty members who believe differently than you.

You may be asked to help students form their own religious groups and provide for their needs.

You may be asked to lead Bible Studies during the week. Part of your ministry will be counseling and providing conflict resolution.

You may be asked to teach one or more classes in religion, philosophy or theology.

PERSONAL REFLECTIONS:



Pastor Bob Brown

Served as School Chaplain at Mid-Pacific Institute, a private, co-educational college preparatory school for grades preschool through twelve with an approximate enrollment of 1,550 students, located in Honolulu, HI. 1996-2007

How did you decide to work as a school chaplain?

I had retired from being a Navy Chaplain. My wife worked at a school that hired a chaplain, and the chaplain was leaving his position about the same time I was retiring. We loved Hawaii, so I applied for the job.

What were your responsibilities?

I taught 4 sections of a class on World Religions for sophomores. I was responsible for chapel services weekly, with students from elementary to high school, grouped in 3 grades at a time, over several days. I offered official prayers for Baccalaureate and other special occasions. I helped organize a student led Christian student club that met after school. I was available for counseling for students and staff. I helped organize social projects like gathering clothing for the needy. I was a chaperone for dances on campus and prom-type events off-campus. In addition, I voluntarily supported sports events, musical, drama and dance programs.

What were the trials and joys of the job?

As an evangelical pastor, I faced opposition from faculty members who were more comfortable with a liberal perspective, sometimes very confrontational and personal. I also conflicts with some students, who were of other religious faith or no particular faith.

On the other hand, I had a positive reaction from many Christian students and faculty, who felt that I was being timely, positive and relevant. I formed friendships with many students. I had one football player who came to my office before every game to pray with me. Most students responded enthusiastically to my teaching. While I began the first year with a lecture class, I then developed a computer/internet based curriculum, that had students involved in groups doing research, gathering information and preparing a presentation for the rest of the class. I encouraged students to

use their gifts of singing and playing musical instruments in chapel. After I had left the school, I still had students contacting me on social media with questions or seeking advice and counseling. I was glad that they trusted me to help them.

What made this type of chaplaincy unique?

Obviously, the majority of my "parish" were children. They were far from the homogenous parish I had once served. They were from many countries, different religious traditions, and differing levels of comprehension and ability to understand religious concepts. Religiously, I did not represent all of them. We did not have a shared faith or theology. Chapel was mandatory, not voluntary. Some students would rather not be there.

At times the place where chapel was held, in a gym, sitting on bleachers, did not help students concentrate. It was not as comfortable as most churches with padded pews or folding chairs.

The biggest difference was that I saw them regularly on campus. I attended their games and other extra-curricular events. I had them in class, not just for chapel once a week. I was not just a teacher, I was interested and involved in their lives.

SECTION 9: MISCELLANEOUS CHAPLAIN MINISTRIES

MINISTRY TO THE MARITIME COMMUNITY



Imagine the setting...

- working a dangerous job
- being away from home for weeks
- not being able to contact your loved ones
- not being able to leave once you reach land
- being stranded in a foreign country

Now imagine a Chaplain who comes to you by boat

- providing Bibles and Christian literature
- leading in worship and prayer
- providing toothbrushes, floss, soap, and other personal necessities that you can't just go and purchase, for free
- offering opportunities to receive marital counseling or small group studies at an onshore site.
- Maritime Chaplaincy serves the cruising community in practical and tangible ways, being "salt and light". We use our boats as conversation openers and as a methodology to make new friends who may share our passion for the sea. We share the Gospel with all who will listen.

Chaplain to the Maritime Community of the Delaware River and the port of Philadelphia- Rev. Bob Gockley, a trained counselor, pastor and experienced seaman uses his sailboat to reach out to those on the tugboats and ships in the port area.

Seamen's Church Institute of Philadelphia and South Jersey (475 North 5th Street, Philadelphia, PA 19123-4005) has a mission to serve proactively without prejudice the human needs of seafarers and the maritime community of the Delaware River.

NAMMA (namma.org) an ecumenical, Christian association of individuals and organizations involved in maritime ministry throughout North America, including the United States, Canada, Mexico and the Caribbean. Its mission is to provide a framework to support and assist port chaplains and others in their ministry to the spiritual, moral, human rights, and physical concerns of mariners and all others in the maritime community. NAMMA helps equip port chaplains with the resources needed to carry on their ministry. It acts as a consultant and coordinator for services and training, as well as providing standards for these services. NAMMA includes many ministries from a wide variety of denominations, as well as the maritime ministries of North America. NAMMA's members include 45 major maritime ministry agencies and approximately 150 member chaplains.

SECTION 10: GENERAL INFORMATION

Service Chiefs of Chaplains and VA Office Addresses and Web sites

Army Chief of Chaplains
2700 Army Pentagon
Room 3E524
Washington, DC 20310-2700
www.chapnet.army.mil

Navy Chief of Chaplains
2000 Navy Pentagon
Room 5E270
Washington, DC 20350-2000
www.chaplain.navy.mil

Air Force Chief Of Chaplains
1380 AF Pentagon
Room 4E260
Washington, DC 20330-1380
www.chaplaincorps.af.mil

National VA Chaplains Center
VA Medical Center
100 Emancipation Drive
Hampton, VA 23667
www.va.gov/chaplain/

Military Chaplain Recruiting Web Sites

ARMY

<http://www.goarmy.com/chaplain.html>

NAVY

<http://www.navy.com/careers/chaplain-support.html>

AIR FORCE

Active:

<https://www.airforce.com/careers/specialty-careers/chaplain>

Reserve:

<http://afreserve.com/chaplain>

National Guard:

<https://www.goang.com/join/chaplain>

SECTION 11: MILITARY CHAPLAINCY RESOURCES

Military Chaplain Service Regulations and Orders

Army

[Army Regulation \(AR\) 165-1, "Army Chaplain Corps Activities," December 3, 2009](#) This Regulation prescribes policies on Total Army religious support activities, religious ministries, chaplain and chaplain assistant personnel, chaplain recruitment, the Chaplain Candidate Program, policy development, mobilization and readiness, training, moral leadership, management of information, logistics, and resources.

[Department of the Army Pamphlet \(DA PAM\) 165-3, "Chaplain Training Strategy," September 1, 1998](#) This Pamphlet provides a training and education strategy for chaplains, identifies the Chief of Chaplain's vision and training philosophy, outlines the functions of different components and their organizations in ensuring the training is provided, and describes the ways chaplain training and education is delivered in the Army.

[DA PAM 165-17, "Chaplain Personnel Management," May 11, 1998](#) This Pamphlet describes the specific procedures, guidelines, and references required to implement policy for management of personnel in the Chaplain Branch of the United States Army. It describes how chaplains on active duty are accessioned, entered, retained, trained, assigned, promoted, and released.

[DA PAM 165-18, "Chaplaincy Resources Management," January 21, 2000](#) This Pamphlet describes the specific procedures, guidelines, and references required to implement policy for management of resources in the Chaplain Branch of the United States Army. It describes how resources such as funds, facilities, manpower, and property are managed, safeguarded, and accounted for.

[Field Manual \(FM\) 1-05, "Religious Support," April 2003](#) This Manual establishes the Army's definitive doctrine for the execution of comprehensive religious support across the full spectrum of operations. (Access to this document requires Army Knowledge Online (AKO) login.)

Marine Corps

[Marine Corps Order \(MCO\) 1730.6D, "Command Religious Programs in the Marine Corps," September 29, 1997](#) This Order establishes policies, responsibilities, and procedures for providing religious ministry in the Marine

Corps.

MCO P3500.44A, "Religious Ministry Team (RMT) Training and Readiness Manual," July 20, 2005 This Order establishes training standards, regulations, and policies regarding the training of Navy chaplains and religious program specialists (RP) assigned to the Marine Corps.

Secretary of the Navy Instruction (SECNAVINST) 1730.7D, "Religious Ministry within the Department of the Navy," August 8, 2008 This Instruction implements policy and procedures for religious ministry in the Department of the Navy.

SECNAVINST 1730.9, "Confidential Communications to Chaplains," February 7, 2008 This Instruction provides policy on confidential communications to Navy chaplains.

Office of the Chief of Naval Operations Instruction (OPNAVINST) 1730.10, "Chaplain Advisement and Liaison," January 23, 2009 This Instruction provides policy on the role of chaplains as advisors to commands and their derivative tasks as command liaisons.

Chief of Chaplains Instruction (COCINST) 1110.1H, "Chaplain Appointment and Retention Eligibility Advisory Group," May 8, 2007 This Instruction establishes the Chaplain Appointment and Retention Eligibility (CARE) Advisory Group and defines its membership, responsibilities, and procedures.

MILPERSMAN 1730-010, "Use of Lay Leaders in Religious Services," August 1, 2006 This Manual provides policy, qualifications and training, terms of appointment, and responsibilities governing religious services conducted by lay leaders.

MILPERSMAN 1731-010, "Religious Observances," August 1, 2006 This Manual provides policy and examples of religious observances in the Navy and Marine Corps.

Fleet Marine Force Manual (FMFM) 3-6, "Religious Ministries in the Fleet Marine Force," August 29, 1989 This Manual sets forth the doctrine, procedures, and policies concerning the commander's program of religious ministries in the Fleet Marine Force.

FMFM 3-61, "Ministry in Combat," June 22, 1992 This Manual sets forth the doctrine, procedures, and policies that provide a comprehensive program of religious ministries integrating the roles of the chaplain and his or her assistant in combat.

Navy

[SECNAVINST 1730.7D, "Religious Ministry within the Department of the Navy," August 8, 2008](#) This Instruction implements policy and procedures for religious ministry in the Department of the Navy.

[SECNAVINST 1730.9, "Confidential Communications to Chaplains," February 7, 2008](#) This Instruction provides policy on confidential communications to Navy chaplains.

[OPNAVINST 1730.1E, "Religious Ministry in the Navy," April 25, 2012](#) This Instruction provides for the free exercise of religion for all Navy service members, their families, and all other authorized personnel and establishes policy and assigns responsibility for providing religious ministry within the Navy.

[COCINST 1110.1H, "Chaplain Appointment and Retention Eligibility Advisory Group," May 8, 2007](#) This Instruction establishes the Chaplain Appointment and Retention Eligibility (CARE) Advisory Group and defines its membership, responsibilities, and procedures.

[MILPERSMAN 1730-010, "Use of Lay Leaders in Religious Services," August 1, 2006](#) This Manual provides policy, qualifications and training, terms of appointment, and responsibilities governing religious services conducted by lay leaders.

[MILPERSMAN 1731-010, "Religious Observances," August 1, 2006](#) This Manual provides policy and examples of religious observances in the Navy and Marine Corps.

[FMFM 3-6, "Religious Ministries in the Fleet Marine Force," August 29, 1989](#) This Manual sets forth the doctrine, procedures, and policies concerning the commander's program of religious ministries in the Fleet Marine Force.

[FMFM 3-61, "Ministry in Combat," June 22, 1992](#) This Manual sets forth the doctrine, procedures, and policies that provide a comprehensive program of religious ministries integrating the roles of the chaplain and his or her assistant in combat.

[Navy Warfare Publication \(NWP\) 1-05, "Religious Ministry in the US Navy," August 2003](#) This Publication establishes the guiding principles for the provision of religious ministry to Navy forces and provides the framework for the religious ministry tasks and activities across the range of military operations.

Air Force

[Air Force Policy Directive \(AFPD\) 52-1, "Chaplain Service," December 19, 2013](#) This Directive establishes policy for active duty, Air Reserve Component, and civilian personnel in fulfilling the mission of the Chaplain Service.

[Air Force Instruction \(AFI\) 52-101, "Planning and Organizing," December 5, 2013](#) This Instruction directs procedures that ensure the Air Force Chaplain Service is structured and organized to meet mission requirements.

[AFI 52-102 Volume I, "Chaplain Professional Development," August 19, 2013](#) This Instruction describes the process for designating officers as chaplains and outlines the structure and programs for chaplain professional development.

[AFI 52-102 Volume II, "Chaplain Assistant Professional Development," August 1, 2012](#) This Instruction describes the process for accessing chaplain assistants and outlines the structure and programs for chaplain assistant professional development.

[AFI 52-104, "Chaplain Corps Readiness," August 30, 2012, Incorporating Change 1, September 4, 2013](#) This Instruction directs procedures to ensure that the Air Force Chaplain Service and A19, Air Reserve Component are structured and organized to meet mission requirements.

[AFI 52-105 Volume I, "Chaplain Service Resourcing, Appropriated Funds," May 9, 2014](#) This Instruction directs procedures that ensure that the Air Force Chaplain Service is structured and organized to meet mission requirements.

[AFI 52-105 Volume II, "Chapel Tithes and Offerings Fund \(CTOF\)," May 9, 2014](#) This Instruction establishes policy, procedures, and guidelines that apply to all CTOF administration while using the Chaplain Service Accounting System (CSAS). It does not apply to Air Force Reserve Command or Air National Guard units.

[AFI 52-105 Volume III, "Chaplain Service Resourcing: Chapel Tithes and Offerings Fund Purchase Card," April 28, 2008](#) This Instruction establishes responsibilities, authorities, and procedures for purchasing with the CTOF Purchase Card.

[AFI 52-105 Volume IV, "Chaplain Service Contracts," April 10, 2008](#) This Instruction establishes policy, procedures, and guidelines for contracting religious support to supplement Chaplain Service programs.

[AFI 52-106, "Religious Professional Scholarship Program," June 21, 2013](#)
This Instruction describes the process for designating officers as chaplains and outlines the structure and programs for chaplain accession and professional development. This instruction applies to active duty, Air Force Reserve, and Air National Guard.

Coast Guard

[Commandant Instruction \(COMDTINST\) M1730.4B, "Religious Ministries within the Coast Guard," August 30, 1994](#) This Instruction promulgates policy and assigns responsibilities for religious ministries within the Coast Guard.

The Covenant and The Code of Ethics for Chaplains of the Armed Forces (2006)

The Covenant

Having accepted God's Call to minister to people who serve in the armed forces of our country, I covenant to serve God and these people with God's help; to deepen my obedience to the commandments, to love the Lord our God with all my heart, soul, mind and strength, and to love my neighbor as myself. In affirmation of this commitment, I will abide by the Code Of Ethics for chaplains of the United States Armed Forces, and I will faithfully support its purposes and ideals. As further affirmation of my commitment, I covenant with my colleagues in ministry that we will hold one another accountable for fulfillment of all public actions set forth in our Code of Ethics.

Code of Ethics

- I will hold in trust the traditions and practices of my religious body.
- I will carefully adhere to whatever direction may be conveyed to me by my endorsing body for maintenance of my endorsement.
- I understand as a chaplain in the United States Armed Forces that I will function in a pluralistic environment with chaplains of other religious bodies to provide for ministry to all military personnel and their families entrusted to my care.
- I will seek to provide for pastoral care and ministry to persons of religious bodies other than my own within my area of responsibility with the same investment of myself as I give to members of my own religious body. I will work collegially with chaplains of religious bodies other than my own as together we seek to provide as full a ministry as possible to our people. I will respect the beliefs and traditions of my colleagues and those to whom I minister. When conducting services of worship that include persons of other than my religious body, I will draw upon those beliefs, principles, and practices that we have in common.
- I will, if in a supervisory position, respect the practices and beliefs of each chaplain I supervise and exercise care not to require of them any service or practice that would be in violation of the faith practices of their particular religious body.
- I will seek to support all colleagues in ministry by building constructive relationships wherever I serve, both with the staff where I work and with colleagues throughout the military environment.
- I will maintain a disciplined ministry in such ways as keeping hours of prayer and devotion, endeavoring to maintain wholesome family relationships and regularly engaging in educational and recreational activities for professional and personal development. I will seek to

- maintain good health habits.
- I will recognize that my obligation is to provide for the free exercise of religion for ministry to all members of the military services, their families and other authorized personnel. When on active duty, I will only accept added responsibility in civilian ministry if it does not interfere with the overall effectiveness of my primary military ministry.
 - I will defend my colleagues against unfair discrimination on the basis of gender, race, religion or national origin.
 - I will hold in confidence any privileged communication received by me during the conduct of my ministry. I will not disclose confidential communications in private or in public.
 - I will not proselytize from other religious bodies, but I retain the right to evangelize those who are not affiliated.
 - I will show personal love for God in my life and ministry, as I strive together with my colleagues to preserve the dignity, maintain the discipline and promote the integrity of the profession to which we have been called.

I recognize the special power afforded me by my ministerial office. I will never use that power in ways that violate the personhood of another human being, religiously, emotionally or sexually. I will use my pastoral office only for that which is best for the persons under my ministry.

HOSTING THE ENDORSING AGENT FOR AN OFFICIAL VISIT

The military services have historically valued the support of religious organizations for their chaplains and have encouraged endorser visits to military installations where possible. It enhances the spiritual welfare and ministry of chaplains, helps endorsers fulfill their responsibilities and keeps the denomination aware of the religious activities of the military community. To facilitate endorser visits, the following guidance applies:

1. When an endorser visits an in-CONUS installation, coordination will be done with the senior installation Chaplain.
2. When endorsers visit overseas installations involving only one military chaplain of that service or senior chaplain,
3. When endorsers visit overseas installations involving more than one military service branch, coordination should be done through the Armed Forces Chaplain's Board.

PREPARING FOR AN ENDORSER VISIT	
What the Endorser needs to do	What the chaplain needs to do
1. Plan well ahead to avoid schedule conflicts.	1. Clear the calendar of any distractions for that period
2. Inform the chaplain in advance of your needs.	2. Determine the endorser's needs/desires.
3. Specify what you want to know about the chapel program and the installation's mission	3. Determine if a briefing will be helpful.
4. Clarify what will be helpful regarding your travel plans, schedule and contact numbers, etc.	4. Plan an itinerary; learn about the endorser's schedule and travel plans.
5. Request the chaplain arrange courtesy calls with the commander and supervisory chaplain, and colleagues.	5. Determine who the Endorser should see and arrange times for short courtesy calls.
6. Send biographical and professional information about yourself and a photo to the host chaplain.	6. Brief those your Endorser will visit in advance.

<p>7. Inform the host chaplain of your lodging and dining needs.</p>	<p>7. Make logistical arrangements for housing, dining and transportation if necessary.</p>
<p>8. Notify the chaplain if you do or don't have a military ID</p>	<p>8. Alert administrative and security personnel of endorser's arrival and needs.</p>
<p>9. Ask command and supervisory personnel about your chaplain's ministry. Communicate to them your support for your chaplain and for them. If possible visit with the chaplain's family.</p>	<p>9. Provide adequate time for all contacts. Facilitate private meetings as requested or needed.</p>
<p>10. Ask to be informed of (or witness) a variety of ministry activities. Look for responses of officers and enlisted to your chaplain's ministry.</p>	<p>10. Schedule opportunities for your endorser to see ministry on your installation. Otherwise prepare a briefing of the command mission and the activities of your command religious program.</p>
<p>11. Notify the chaplain of your departure time.</p>	<p>11. Remain with the endorser until the end of the visit.</p>
<p>12. Send letters of thanks to command and supervisory personnel. Write to the chaplain host expressing appreciation. Follow through on any responsibilities you agreed on.</p>	<p>12. Care for follow-up responsibilities.</p>

SECTION 12: POLICIES AND FORMS OF THE EVANGELICAL CONGREGATIONAL CHURCH

E.C. Church Policy on Same-Sex Marriage

We clearly believe and state in the DISCIPLINE that

"The Bible conceives of marriage as a lifelong, monogamous commitment between a man and a woman. The institution of marriage, ordained of God (Genesis 2:24), has been reaffirmed by Jesus (Matthew 19:5) and Paul (Ephesians 5:31)."

This has become a counter-cultural position.

During the session of the 2014 National Conference, a Special Rule of Conference was passed which states the following:

"909 Solemnizing Marriages. Consistent with our understanding of human sexuality and marriage as articulated in Sections 143.1.2 of the DISCIPLINE, it is hereby resolved that persons holding ministerial credentials in the Evangelical Congregational Church are prohibited from performing any rite or ceremony, as well as signing any documents pursuant to the sanctioning of same-sex unions or same-sex marriages."

Failure to observe this rule will result in the revocation of credentials (and any endorsement to serve as a military chaplain) in accordance with National Conference Rule 801.6.7.

APPLICATION FOR CHAPLAIN ENDORSEMENT
by the Evangelical Congregational Church



Fill out the information neatly below (print), then prepare and gather the documentation listed on the attachment and return to the Endorser:

LCDR Robert A. Brown
1351 Cambridge Court
Palmyra, PA 17078
Ph: 610-400-5543

Date: _____

Full Name: _____

Marital Status: S / M /Divorced /Separated /Widowed /Remarried (Circle)

Spouse's Name: _____

Children (Names and DOB) _____

Street Address: _____

City, State, Zip _____

Home Phone: _____

Cell Phone: _____

Email: _____

Age: _____ Date of Birth: _____

Height: _____ Weight: _____

Are you in good health? Yes / No

If no, explain _____

Current Medical conditions:

Please disclose any past or current financial difficulties:

Have you or your spouse ever received counseling or treatment for mental or emotional illness: Yes / No If yes, please describe the nature, diagnosis and dates, current status, and list any prescribed medications:

Do you or any of your dependents have any special needs or concerns that may prevent you from accepting deployment or worldwide assignment: yes /no. If so, please describe:

Your major recreational interests, sports, or hobbies:

When ordained: _____

Current Church Assignment: _____

Prior Church Assignments:

Number of years Paid Professional Experience: _____

Prior Military: Yes / No If yes, please provide a copy of your DD 214.

Branch of service: _____ Years of Service: _____

Active Duty/Reserve/ Guard? Highest rank achieved: _____

Please attach a recent photo of you and your spouse to this application,

A signed copy of the Statement of Record, the Authorization of Release form, and the required documents listed on the attachment.

I testify that the information on this form has been provided accurately.

SIGNED: _____

**Prepare and submit the following documentation
with your application, Statement of Record
and Authorization and Release
to apply for Chaplain endorsement:**

1. A statement containing a summary of the following:
 - a. Identification of the specific chaplaincy in which you seek to serve. (branch of military service- active or reserve; VA, etc)
 - b. A statement regarding your calling to and understanding of the specific chaplaincy for which endorsement is sought.
 - c. A statement that you understand a chaplain is a representative of the E. C. Church in his or her ministry setting.
2. Verification of your membership and participation in a local E.C. Church.
3. Statement of your current ministerial standing in the E.C. Church.
4. Certification of your educational attainment including:
 - a. Your bachelor's degree from an accredited institution
 - b. Your Master of Divinity degree from a seminary accredited by ATS.
 - c. Any other degrees or continuing education units.
 - d. Verification of any clinical pastoral education or its equivalent.
5. Verification of three years experience in the practice of ministry in a setting recognized by the denomination.
6. A brief description of your faith journey
7. At least two letters of recommendation.

STATEMENT OF RECORD

This statement must be completed by all who apply for ecclesiastical endorsement for Military and Veterans Affairs chaplaincy from the Evangelical Congregational Church.

Full Name: _____

Address: _____

Phone: _____

Have you ever been charged with, accused of, moved because of, or changed employment because of ANY sexual misconduct or sexual harassment?

Initial in the appropriate space NO _____ YES _____

If you answered yes, give a full explanation of the issue on the back of this form or in an attached letter addressed to the Ecclesiastical Endorser of the E.C. Church. Information so shared will be considered sensitive and will be restricted to only those who need to know, i.e. the Chaplaincy Committee and the Bishop, in order to make a decision on granting your endorsement/approval or recommendation

No application or request or endorsement will be processed without this signed and dated document.

By my signature, I certify that the above is true and accurate. I further understand that falsification of this data in any way will bring immediate revocation of my endorsement, approval or recommendation, and/or cessation of the process.

Signed: _____

Date: _____

Authorization and Release

I hereby authorize any Department of Defense agency, military department, military Chief of Chaplains, and their respective office, organization, supervisor or agents, whether military or civilian, to provide any and all information related to my service, including, but not limited to, opinions about my character or fitness for ministry (including unfavorable information, if any) to the Endorsing Agent for the Evangelical Congregational Church ("the Church").

I hereby further release any individual or agency, any Department of Defense agency, military department, military Chief of Chaplains, and their respective office, organization, supervisor or agents, whether military or civilian, providing such information from and all claims of loss or liability for damages of whatever kind or pursuant to this Authorization and Release, excepting only the communication of false information.

This Authorization and Release shall remain valid until I give written notice of its revocation to the Church's Endorsing Agent.

I hereby waive any and all claims of loss or liability that I may now have or the future against the Church or any of its leadership or employees for the sharing, receipt, or use of any such information in connection with administering the Church's chaplaincy program.

This Authorization and Release is given in consideration of the review of my application for endorsement or the continuation of endorsement.

A facsimile, electronic, or photocopy of this authorization shall be valid as an original.

NAME (printed): _____

DATE: _____

SIGNATURE: _____

ENDORSEMENT PROCESS FOR U.S. FEDERAL CHAPLAINCIES Military, V.A. and Bureau of Prisons		
Procedures for the Applicant	Procedures for the Endorser	Procedures for the Chaplaincy Committee
1. The potential applicant consults with their District Field Director to explore career possibilities and interest in serving as a Chaplain.	2. The Endorser meets with the applicant to explore career interest and opportunities and to explain requirements.	
3. The applicant writes to the Endorser requesting information/application for Chaplaincy endorsement	4. The endorser receives the request and sends the applicant the required application forms. The Endorser assists the applicant in preparing the application and notifies the Chaplaincy Committee that an applicant is working on the application.	
5. The applicant prepares the application forms and gathers the supporting documents, including the verification of membership and participation in a local E.C. Church, verification of current ordained ministerial standing in the E. C. Church, verification of three years of experience in the practice of ministry, including weddings, baptisms and funerals, at least two letters of recommendation, a paper describing the applicant's faith journey, certification of the applicant's educational attainment, verification of clinical pastoral education training, and a summary paper containing : identification of the specific type of chaplaincy in which the applicant desires to serve, evidence of the applicant's interest in and understanding of the specific chaplaincy,		

<p>indication of the applicant's understanding of being a representative of the E.C. Church in his/her ministry setting.</p>		
<p>6. The applicant submits the application for chaplain endorsement to the Endorser.</p>	<p>7. The Endorser receives the endorsement application and supporting documents and shares the information with the Chaplaincy Committee.</p>	<p>8. The Chaplaincy Committee reviews the materials sent by the applicant and may meet to interview the applicant and discuss the request OR may respond in writing to the Endorser their approval, disapproval, comments or questions they may have.</p>
	<p>9. The Endorser receives the responses of the Chaplaincy Committee and confers with the Bishop regarding the results. In some cases, it may be necessary to pursue possible problems or weaknesses with the applicant. Approval will only be granted if all members fully agree.</p>	
<p>10. The Endorser will inform the applicant of the decision of the Chaplaincy Committee.</p>	<p>The Endorser communicates the results of the Committee's deliberation to the applicant, Committee members and the Bishop</p>	
<p>11. The applicant pursues appointment with a chaplain recruiter and the nearest MEP station. The applicant will keep the Endorser updated on progress toward appointment.</p>	<p>12. If approval is granted and the candidate fulfills the military requirements, the Endorser will submit an official endorsement to the appropriate Chief of Chaplains, with a copy to the applicant and the Bishop.</p>	
<p>13. When appointed, the</p>	<p>14. The Endorser may</p>	

<p>applicant informs the Endorser of his or her appointment, branch of service and rank, and continues to keep the Endorser informed of schooling, duty assignment, current address and phone number.</p>	<p>desire to attend the swearing in of the candidate. The Endorser maintains an accurate record of the Chaplain's pertinent information and informs the Conference of changes.</p>	
	<p>15. The Endorser may attend graduation from schools, and will visit Chaplains at their duty stations at least once during their tour of duty there. He will also communicate regularly with each Chaplain.</p>	

Annual Reporting Requirement

All endorsed chaplains are required to submit an annual report of their ministry to the National Conference of the E. C. Church.

The report form will be emailed to you in December each year. The report covers the period of the calendar year. A copy of the report form is attached.

Reports must be returned by February 2 to:

the **Endorser**- pastorbob.brown@gmail.com

the **Bishop** - bhill@eccenter.com

your **District Field Director**:

DELAWARE REGION

Berks District - Rev. Marlin Lafferty- marmar700@comcast.net

Lehigh Valley District - Rev. Gary Kuehner- gkuehner@eccenter.com

North East District - Rev. Kenneth Ogden- kogden@ptd.net

Penn Jersey District - Rev. Ralph Owens- ralphowens@msn.com

Schuylkill District - Rev. James Price- revjjfp@comcast.net

GREAT LAKES REGION

Allegheny District - Rev. Gary Brown- gary1780@juno.com

Buckeye District - Rev. Charles Campbell- campbellcj323@gmail.com

Illinois District - Rev. David Carr- dcacarr@aeroinc.net

SUSQUEHANNA REGION

Anthracite District - Rev. Bradley Hatter- bhatter26@gmail.com

Capital/Lebanon District - Rev. Gordon Lewis- bsotlb51@yahoo.com

Conestoga District - Rev. Keith Miller- btownecc@ptd.net

Red Rose District - Rev. Jeffrey Schell- threeinone@dejazzd.com

Susquehanna District - Rev. Sterling Trimmer- arlingtonec@verizon.net

ANNUAL REPORT FOR MILITARY CHAPLAIN/RELATED FIELDS ALTERNATIVE MINISTRIES

Please fill your answers in *using italics*.

REMEMBER: USE ONLY A COMPUTER TO FILL OUT THIS FORM. TYPE YOUR SIGNATURE WHERE INDICATED AND E-MAIL THE ORIGINAL TO YOUR DISTRICT FIELD DIRECTOR. PLEASE SEND A COPY OF THIS TO THE CHAPLAIN ENDORSER, REV. BOB BROWN AND TO THE BISHOP. PLEASE MAKE NOTE OF NEW DEADLINE DATE. THANK YOU.

Date of report:

Name:

Current Rank/GS grade:

Military Job Description:

Address (street)

(city, state, and zip code)

Office telephone number:

E-mail address:

Home telephone number:

Wife's name:

Children's names and ages:

Briefly Describe Any "Ministry" Opportunities/Events You Have Personally Conducted Or Assisted In (I.E. Worship; Evangelism Programs; Memorial Services; Prayer Breakfasts; Other). Also Give The Estimated Attendances For One-Time Events And An Average Attendance For Recurring Events:

Briefly Describe Any Training You Have Prepared And Conducted (I.E. Bible Studies; Seminars; Courses; Small Groups; Other):

List The Number & Type Of Counseling Opportunities You Have Had (I.E. Pre-Marital; Marital; Spiritual; Alcohol/Drug; Personal Conflict; Support Group):

List Any Personal Or Professional Training Opportunities You Have Attended (Credit Or Non-Credit):

What school or training do you desire to attend/apply to for improved promotion or assignment possibilities?

List Some Ministry Goals That You Would Like To Achieve During The Next Year:

Did you receive any medals, ribbons, awards or commendations this year?

How Many Opportunities Have You Had In The Past Year To Lead Someone To Christ Or Help Them Rededicate Their Lives To Christ?

Can We Assist You In Any Way?

Please List Your work or family Prayer Concerns & Requests:

Date

Signature

Please return by February 2 to:

the **Endorser**- pastorbob.brown@gmail.com

the **Bishop** – bhill@eccenter.com

your **District Field Director:**

DELAWARE REGION

Berks District - Rev. Marlin Lafferty- marmar700@comcast.net

Lehigh Valley District - Rev. Gary Kuehner-
gkuehner@eccenter.com

North East District - Rev. Kenneth Ogden- kogden@ptd.net

Penn Jersey District - Rev. Ralph Owens- ralphowens@msn.com

Schuylkill District - Rev. James Price- revjjfp@comcast.net

GREAT LAKES REGION

Allegheny District - Rev. Gary Brown- gary1780@juno.com

Buckeye District - Rev. Charles Campbell-
campbellcj323@gmail.com

Illinois District - Rev. David Carr- dcacarr@aeroinc.net

SUSQUEHANNA REGION

Anthracite District - Rev. Bradley Hatter- bhatter26@gmail.com

Capital/Lebanon District - Rev. Gordon Lewis-
bsotlb51@yahoo.com

Conestoga District - Rev. Keith Miller- btownecc@ptd.net

Red Rose District - Rev. Jeffrey Schell- threeinone@dejazzd.com

Susquehanna District - Rev. Sterling Trimmer-
arlingtonec@verizon.net